



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5046

COMNAVRESFORINST 5400.17D  
N01A

COMNAVRESFOR INSTRUCTION 5400.17D

22 FEB 2001

Subj: COMMANDER, NAVAL RESERVE FORCE (COMNAVRESFOR) STAFF ORGANIZATIONAL MANUAL

Ref: (a) OPNAVINST 3120.32C

Encl: (1) COMNAVRESFOR Organization, Missions, Functions, Command Relationships, Key Processes, Tasks and Knowledge

1. Purpose. To issue the COMNAVRESFOR Staff Organization Manual per reference (a).
2. Cancellation. COMNAVRESFORINST 5400.17C
3. Scope. The COMNAVRESFOR Staff Organization, Missions, Functions, Command Relationships, Key Processes, Tasks, and Knowledge.
4. Action. The actual staff organization, command relationships, key processes, tasks, and functions are listed in enclosure (1) of this instruction. Deputy Chiefs of Staff (DCOs), Special Assistants (SAs), and Division Directors are tasked with carrying out the organization's mission, functions, and tasks. Submit proposed changes to Command Services (N01A). The Chief of Staff (COs) will approve all changes to this manual.



RL PAGE  
Chief of Staff

Distribution: (COMNAVRESFORINST 5210.101)  
List A (A3 (N095) only)  
B  
D



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## CROSS REFERENCE (LOCATOR) SHEET

COMNAVRESFORINST 5210.1C

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REMARKS:



## COMNAVRESFORINST 5210.1C

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## COMNAVRESFOR MISSION AND FUNCTIONS

1. Mission. To provide trained units and qualified personnel available for active duty in the Armed Forces, in time of war or national emergency and at other times as the national security may require and as may be directed by the Chief of Naval Operations (CNO).

2. Functions. Under the CNO, with additional duty to and as prescribed by the Commander in Chief (CINC), U. S. Atlantic Fleet; CINC, U. S. Pacific Fleet; CINC, U. S. Naval Forces, Europe; Commander, U.S. Naval Forces Central (COMUSNAVCENT) and with support of Commander, Navy Personnel Command; Chief of Naval Education and Training (CNET); the Bureau of Medicine and Surgery (BUMED); and other offices, bureaus, and field commands:

a. Manages, trains, and administers the Naval Reserve Force following policies prescribed by the CNO.

b. Monitors effectiveness of resources management, training, and administration of the Naval Reserve, directing corrective action to ensure that the responsiveness and mobilization readiness of the Naval Reserve meet the requirements prescribed by the CNO.

c. Manages assigned resources and executes budgets as major claimant.

d. Supports the CNO (N095) in overall planning, programming, and budgeting, including formulation, review, and presentation of Naval Reserve strength plans, programs, and budgets.

e. Conducts necessary liaison with commands, bureaus, and offices to obtain resources required for readiness of the Naval Reserve to include the following:

(1) Submits to appropriate training support agencies requirements for school quotas, training aids, training devices, and technical training equipment for timely insertion into the programming and budgeting system.

(2) Plans, programs, and budgets for mobilization equipment, nontechnical equipment, and logistic support equipment. Develops requirements, establishes priorities, allocates funds, and directs and/or oversees procurement of nontechnical training equipment and logistic support equipment and material for designated Naval Reserve Activities (NRAs).

(3) Directs and supervises the Shore Installations and Facilities Planning System for Naval Reserve, including formulation of Military Construction, Naval Reserve program.

(4) Directs and supervises facilities management functions.

(5) Develops requirements for new and replacement aircraft and for all required spare parts, assemblies, aircraft handling equipment, and support facilities necessary for Naval Reserve readiness for insertion into the budgeting system.

(6) Submits to appropriate Information Systems (IS) support agencies, requirements for hardware, software, programming, and systems integration for timely insertion into the planning, programming, and budgeting system.

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f. Recommends the establishment, disestablishment, and modification of active NRAs to the CNO (N09B) and, upon approval, effects the implementation.

g. Recommends the establishment, disestablishment, and modification of SELRES programs and units of the Naval Reserve to the CNO (N095) and, upon approval, effects the implementation.

h. As required by the CNO, and following guidance issued by the Deputy CNO (Manpower and Personnel) (N1), plans for implementation of personnel processing procedures in the event of full or partial mobilization. Assists as required in the recall of assigned Naval Reserve units and individuals when activation is directed.

i. Manages the Naval Reserve Force to fulfill manpower requirements to authorized levels as prescribed by the CNO (N095) to include the following:

(1) Performs community management functions addressing requirements for, and career opportunities in, specific skills,

(2) Develops retention initiatives and provides management guidance to field activities.



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## Section I - Commander, Naval Reserve Force (N00)

## 1. N00 Commander, Naval Reserve Force (Flag Officer)

a. Mission. Administers Naval Reserve programs including management of all Naval Reserve resources; performs such other functions or tasks as may be directed by the CNO, with additional duty to and as prescribed by the CINC, U.S. Atlantic Fleet; CINC, U.S. Pacific Fleet; CINC, U.S. Naval Forces/Europe; Commander, U.S. Naval Force Central (COMUSNAVCENT) and with support from Commander, Navy Personnel Command; CNET; the Bureau of Medicine and Surgery; and other offices, bureaus, and field commands.

b. Function

(1) Manages, trains, and administers the Naval Reserve Force as prescribed by CNO.

(2) Manages assigned resources and executes the budget as a major claimant.

(3) Monitors effectiveness of resources management, training, and administration of the Naval Reserve; directing corrective action to ensure that the responsiveness and mobilization readiness of the Naval Reserve meet the requirements prescribed by CNO.

c. Key Process

(1) Detailed as the Director of the Naval Reserve (N095) in support of CNO in overall planning, programming, and budgeting; including formulation, review, presentation, and execution of Naval Reserve strength plans, programs, and budgets.

(2) Serves as the CNO Area Coordinator for Mid Continental United States (CONUS)/Louisiana area that includes North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Illinois, and Texas.

(3) Acts as Senior Officer Present Afloat (SOPA) New Orleans per CINCLANTFLTINST 5400.2M.

d. Command Relationships. Conducts necessary liaison with commands, agencies, and offices to obtain resources required for the readiness of the Naval Reserve Force.

e. Tasks

(1) Submits requirements for school quotas, training aids, training devices, and technical training equipment to appropriate training support agencies for timely insertion into the programming and budgeting system.

(2) Plans, programs, and budgets for mobilization equipment, non-technical equipment and logistics support equipment. Develops requirements, establishes priorities, allocates funds, and directs and/or oversees procurement of nontechnical training equipment, logistic support equipment, and material for designated NRAs.

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(3) Directs and supervises the Shore Installations and Facilities Planning System for the Naval Reserve, including formulating the Military Construction, Naval Reserve program.

(4) Directs and supervises facilities management functions.

(5) Develops requirements for new and replacement aircraft and for all required spare parts, assemblies, aircraft handling equipment and support facilities necessary for Naval Reserve readiness for insertion into the budgeting system.

(6) Submits to appropriate Information Systems support agencies requirements for hardware, software, programming, and systems integration for timely insertion into the planning, programming, and budgeting system.

(7) Recommends the establishment/disestablishment, and modification of NRAs to CNO (N09B) and effects implementation.

(8) Recommends the establishment/disestablishment and modification of SELRES programs and units of the Naval Reserve to CNO (N095) and effects implementation.

(9) As required by CNO, under the guidance of the Commander, Navy Personnel Command, plans for implementing personnel processing procedures when a full or partial mobilization occurs. Assists as required in the recall of Naval Reserve units and individuals when activation is directed.

(10) Manages SELRES to fulfill manpower requirements and to execute drill pay allocations as prescribed by CNO.

(11) Under the guidance of the Chief of Information, maintains and manages a public affairs program for matters relating to the Naval Reserve.

(12) Reports annually and as required to CNO on Naval Reserve readiness .

(13) As CNO's executive agent for the Department of the Navy (DON) airlift, manages organic airlift including formulating worldwide policy and the exercise of scheduling coordination of continental Navy airlift operations.

(14) Manages the Naval Reserve Force to fulfill manpower requirements to authorized levels as prescribed by the CNO to include the following:

(a) Performs community management functions addressing requirements for and career opportunities in specific skills.

(b) Develops retention initiatives and provides management guidance to field activities.

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f. Knowledge. Flag officer appointed by CNO.

2. N001 SA Force Master Chief (Enlisted)

a. Mission. Provides COMNAVRESFOR with information regarding existing and potential situations, procedures, and practices which affect the welfare, morale, and well being of all enlisted personnel and their family members within COMNAVRESFOR's claimancy. Recommends actions to enhance quality of life and eliminate adverse conditions for enlisted personnel, further enhancing the attractiveness of the Naval Service.

b. Functions

(1) Serves as the Senior Enlisted Advisor to COMNAVRESFOR on matters relating to enlisted personnel management.

(2) Advises COS of existing or potential problems detected at the field/staff levels .

c. Command Relationships. SA to COMNAVRESFOR. Liaises with the Master Chief Petty of the Navy (MCPON), and other Fleet and Force Master Chiefs. Maintains open communication with all Naval Reserve Force Command Master Chiefs.

d. Key Processes. Responsible for maintaining a strong customer service relationship with all echelons of command and civilian organizations on any and all matters pertaining to Quality of Life Issues for Sailors and their families.

e. Tasks

(1) Maintains liaison between the MCPON and other Fleet, Force, and CNO Directed Command Master Chiefs.

(2) Provides pertinent information to enlisted personnel through newsletters, personal letters, and visits addressing current Navy enlisted program opportunities, policies, and concerns,

(3) Serves as the enlisted representatives of the Naval Reserve Force in official military and civic functions.

(4) Accompanies COMNAVRESFOR or designated representative to official functions, inspections, and ceremonies.

(5) Travels to and meets formally and informally with enlisted personnel at NRAs to exchange ideas and provide information which affects Naval Reservists and their family.

(6) Assists in the reception of official visitors to the staff.

(7) Participates as a member of, or advisor to, the following boards/panels:

(a) CNO/MCPON.

(b) DoD Reserve Force Senior Enlisted Advisors Council.

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- (c) Secretary of the Navy National Naval Reserve Policy Board.
- (d) COMNAVRESFOR Policy Board.
- (e) Naval Reserve Command Master Chief Leadership Continuum.
- (f) Chief Petty Officer and Senior/Master Chief Petty Officer Reserve Advancement Selection Boards.
- (g) Command Master Chief Selection Boards.
- (h) COMNAVRESFOR Shore Sailor of the Year.
- (i) Naval Reserve Sailor of the Year.
- (j) Selection of the Force Master Chief, Naval Reserve Force.
- (k) U.S. Navy Senior Enlisted Academy Selection Boards.
- (l) U.S. Army Sergeants Major Academy Selection Boards.
- (m) Naval Enlisted Reserve Association "Service to the Reservist" Awards Selection Board.
- (n) Fleet Reserve Associations National Convention.
- (o) Government Employees Insurance Company Military Service Awards Selection Board.
- (p) Naval Enlisted Reserve Association National Conference.
- (q) Fleet Reserve Association National Convention.
- (r) Noncommissioned Officers Association.

f. Knowledge

- (1) Must possess the Command Master Chief Navy Enlisted Classification (NEC) 9580,
- (2) Thorough knowledge of the Naval Reserve Force and its mission, functions, operations, and management.
- (3) Well-versed in matters of protocol and able to effectively communicate at all levels.
- (4) Ability to:
  - (a) Apply sound, independent judgment in executing various duties involved with selection boards and enlisted moral, welfare issues.
  - (b) Establish and maintain an effective working relationship within every echelon and all levels of the chain of command, both military and civilian.
- (5) Previous Command Master Chief experience at a lower echelon; NEC attainment.

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## 3. N001A Executive Assistant (Senior Enlisted)

a. Knowledge

- (1) Broad knowledge of Naval Reserve enlisted benefits and programs.
- (2) Thorough working knowledge in matters of protocol, scheduling, and general administrative functions.
- (3) Meticulous attention to detail and organizational skills in scheduling Force Master Chief appearances and appointments.
- (4) Maintains liaison with representatives from all levels of the chain of command and government agencies, both military and civilian.

## 4. N001A1 Administrative Assistant (Enlisted)

a. Knowledge

- (1) Thorough working knowledge in matters of protocol, budget management, and general administrative functions.
- (2) Broad knowledge of Naval Reserve enlisted benefits and programs.
- (3) Effective oral communication skills including the ability to appropriately screen telephone calls for the Force Master Chief.
- (4) Thorough working knowledge of current software requirements.

## 5. N002 SA Inspector General

a. Mission. Provides sound, impartial advice to COMNAVRESFOR on matters affecting efficient, ethical operations. Additionally, the Inspector General provides assistance to Naval Reserve Force commands and individuals to help ensure the highest levels of readiness, effectiveness, discipline, efficiency, integrity, and public confidence.

b. Functions

- (1) Serves as confidential agent to COMNAVRESFOR on matters affecting military efficiency and discipline.
- (2) Serves as principal advisor to COMNAVRESFOR on all command evaluation, management control, and audit matters.
- (3) Conducts inspections and investigations and provides reports as directed by higher authority.
- (4) Ensures cooperation of Naval Reserve claimancy with the Naval Inspector General.

c. Key Processes

- (1) Administers the Naval Reserve Force inspection program under guidelines established by higher authority.

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(2) Reviews, processes, and responds to allegations of wrongdoing received from various sources.

(3) Investigates and responds to the Naval Reserve Force Waste, Fraud, and Abuse Hotline.

d. Command Relationships

(1) SA to COMNAVRESFOR.

(2) Liaises directly with the Naval Inspector General and the Naval Audit Service and indirectly with Department of Defense (DoD) Inspector General.

e. Tasks

(1) Inquires into and reports on matters of importance to COMNAVRESFOR including readiness, mission performance, safety, economy, effectiveness, efficiency, discipline, and morale and welfare of the Naval Reserve.

(2) Provides COMNAVRESFOR with a continuing assessment of organizational structure and operational and administrative management practices pertaining to operations, personnel, material, and fiscal control.

(3) Identifies problem areas, situations, or circumstances that affect mission performance.

(4) Performs inspections, investigations, inquiries, surveys, studies, and analysis as directed by COMNAVRESFOR and higher authority.

(5) Exercises broad authority over all Inspector General activities throughout the Naval Reserve claimancy.

(6) Assigns and coordinates inspection jurisdiction to ensure all subordinate NRAs are periodically assessed.

(7) Conducts orientation instruction for officers serving as commanders, commanding officers, senior inspectors, civilian personnel who assist the Inspector General and for acting Inspectors General.

(8) Maintains liaison with the Naval Inspector General.

(9) Maintains inspection reports for all echelon III and IV Reserve commands and investigation reports conducted on Naval Reserve units and members .

(10) Reviews Inspector General reports and forwards comments and recommendations to COMNAVRESFOR as appropriate. Analyzes inspection findings, assigns responsibility for corrective actions, and evaluates action taken.

(11) Receives, reviews, processes complaints and requests for assistance and ensures appropriate action is taken.

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(12) Provides recommendations to correct conditions that adversely impact financial management, mission accomplishment, or the integrity of the command.

(13) Examines internal practices and procedures to determine adequacy and effectiveness.

(14) Monitors correction of deficiencies revealed by inspections and investigations.

(15) Monitors indicators that gauge the effectiveness of command financial management and resource usage. Recommends corrective measures and/or refinements to existing programs considered critical to the safeguarding of command resources.

(16) Provides guidance to field activities on command evaluation matters.

(17) Serves as focal point for all actions related to audits, surveys, and reviews performed by external audit agencies.

f. Knowledge

(1) Graduate of Naval Inspector General School curriculum. Navy Officer Billet Classification (NOBC) 9960 required.

(2) Working knowledge of:

(a) The Naval Inspector General Investigations Manual and investigative procedures including EEO Complaint Investigations and Hotline Investigations.

(b) The Joint Ethics Regulation (JER), Standards of Conduct, and the Navy Audit Service processes.

(3) Broad knowledge of COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVVAIRESFOR inspection programs.

(4) Ability to:

(a) Apply sound, independent judgment in executing various duties involved with investigating and evaluating allegations of wrongdoing by members of the Naval Reserve Force.

(b) Establish and maintain effective working relationships within all levels of COMNAVRESFOR, COMNAVSURFRESFOR, COMNAVVAIRESFOR, as well as other commands.

(c) Effectively employ Microsoft Windows computer systems to include the following applications: Microsoft Office Professionals suite (Word, Access, Excel, and PowerPoint), Groupwise electronic mail, and Internet browsers.

(d) Supervise subordinate staff.

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(5) Effective telephonic communication skills including the ability to objectively conduct telephone interviews with hotline complainants and provide knowledgeable counseling in situations.

(6) Persuasive writing and public speaking skills. Strong ability to deliver effective presentations to diverse audiences ranging from a small classroom environment to larger instructional symposia.

6. N002A Assistant to the Inspector General (Officer)

a. Knowledge

(1) Graduate of Naval Inspector General School curriculum.

(2) Working knowledge of the:

(a) Naval Inspector General Investigations Manual and investigative procedures including EEO Complaint Investigations and Hotline Investigations.

(b) JER, Standards of Conduct, and Navy Audit Service processes.

(3) Broad knowledge of COMNAVRESFOR programs and COMNAVRESFOR/COMNAVRESFOR inspection programs.

(4) Ability to:

(a) Apply sound, independent judgment in executing various duties involved with investigating and evaluating allegations of wrongdoing by members of the Naval Reserve Force.

(b) Establish and maintain effective working relationships within all levels of COMNAVRESFOR, COMNAVRESFOR, and COMNAVRESFOR, as well as other commands.

(c) Effectively employ Microsoft Windows computer systems to include the following applications: Microsoft Office Professional Suite (Word, Access, Excel, and PowerPoint), GroupWise electronic mail, and Internet browsers.

(d) Supervise subordinate staff.

(5) Effective telephonic communication skills, including the ability to objectively conduct telephone interviews with hotline complainants and provide knowledgeable counseling in situations.

(6) Persuasive writing and public speaking skills. Strong ability to deliver effective presentations to diverse audiences ranging from a small classroom environment to larger instructional symposia.



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## 7. N002S Administrative Assistant (Yeoman)

a. Knowledge

(1) Graduate of Naval Inspector General School curriculum.

(2) Working knowledge of the Naval Inspector General Investigations Manual and investigative procedures including EEO Complaint Investigations and Hotline Investigations.

(3) General working knowledge of the JER, Standards of Conduct, and Navy Audit Service processes.

(4) Broad knowledge of COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR inspection programs.

(5) Ability to establish and maintain effective working relationships within all levels of COMNAVRESFOR, COMNAVSURFRESFOR, COMNAVAIRESFOR, as well as other commands.

(6) Effective telephonic communication skills including the ability to objectively conduct telephone interviews with hotline complainants and provide knowledgeable counseling in situations.

(7) Ability to effectively employ Microsoft Windows computer systems to include the following applications: Microsoft Office Professional suite (Word, Access, Excel, and PowerPoint), GroupWise electronic mail, and Internet browsers.

(8) Full range of office clerical skills to include correspondence management, database management, filing systems, and supply procedures.

## 8. N00D SA Force Dental Officer (Flag Officer)

a. Mission. Provides advice, consultation, and assistance to COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR in all dental matters as directed by COMNAVRESFOR.

b. Functions. Serves as the principal advisor to COMNAVRESFOR on all dental issues.

c. Command Relationships

(1) SA to COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(2) Liaison with the Bureau of Medicine and Surgery (BUMED) Dental Programs, Office of the Chief of Naval Operations (OPNAV) (N0931), and the Director, Naval Reserve (N095).

d. Key Processes

(1) Monitors COMNAVRESFOR's dental policy, dental readiness, dental health programs, and identifies personnel to support operational requirements.

(2) Develops COMNAVRESFOR dental policy, directives, and other communications concerning dental issues.

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e. Tasks

- (1) Co-Chairperson of the Naval Reserve Health Services Flag Council.
- (2) Exercises oversight of Naval Reserve medical readiness to respond to crisis, contingencies, and mobilization.
- (3) Coordinates the development of COMNAVRESFOR's Program Objective Memorandum (POM) submission/issues with N00M and N01M.
- (4) Acts as the COMNAVRESFOR planning agent for Integrated CONUS medical mobilization planning.
- (5) Develops cost-effective alternative approaches for providing dental health care services to Reservists.

f. Knowledge

- (1) Must be a Naval Reserve Dental Corps Flag Officer appointed by COMNAVRESFOR.
- (2) Broad knowledge and understanding of:
  - (a) BUMED policies, programs, and directives.
  - (b) Naval Reserve Force policies, programs, and directives.
  - (c) Manual of the Medical Department.
- (3) Basic knowledge of manpower, training, and Program Objective Memorandum budget process.
- (4) Ability to plan, direct, and coordinate complex programs pertaining to the health of the Force.

9. N00G SA Force Religious Programs Officer (Flag Officer)

- a. Mission. Provides advice, consultation, and assistance to COMNAVRESFOR on religious programs.
- b. Functions. Serves as principal advisor to COMNAVRESFOR on religious programs.
- c. Command Relationships
  - (1) Liaises with the Director, Religious Ministries (N097) and Director, Naval Reserve (N095).
  - (2) Coordinates with COMNAVRESFOR Force Chaplain (N01G) on Naval Reserve religious ministry personnel and training matters.
- d. Key Processes. Monitors COMNAVRESFOR Religious Program Policy to support contingent and operational requirements.

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(1) Exercises strategic oversight of the Naval Reserve religious programs to respond to crisis, contingencies, and mobilization.

(2) Acts as the COMNAVRESFOR strategic planning agent for integrated CONUS religious programs mobilization planning.

f. Knowledge

(1) Must be a Naval Reserve Chaplain Flag Officer.

(2) Broad knowledge and understanding of:

(a) Religious Programs policies and directives.

(b) Naval Reserve Force policies, programs, and directives.

## 10. N00M Force Medical Officer (Flag Officer)

a. Mission. Provides advice, consultation, and assistance to COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR.

b. Function. Serves as the principal advisor to COMNAVRESFOR on all Health of the Force issues.

c. Command Relationships

(1) SA to COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR in Health of the Force matters.

(2) Liaison with BUMED, OPNAV (N0931), and the Director, Naval Reserve (N095).

d. Key Processes

(1) Coordinates the activities of Naval Reserve Medical Department Flag Officers.

(2) Develops COMNAVRESFOR medical policy, directives, and other communication concerning medical issues.

e. Tasks

(1) Chairperson of the Naval Reserve Health Services Flag Council.

(2) Exercises oversight of the Naval Reserve in medical readiness to respond to crisis, contingencies, and mobilization.

(3) Coordinates the development of COMNAVRESFOR POM submission/issues with N00D and N01M.

(4) Acts as the COMNAVRESFOR principle-planning agent for Integrated CONUS medical mobilization planning.

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f. Knowledge

(1) Naval Reserve Medical Corps Flag Officer appointed by COMNAVRESFOR.

(2) Broad knowledge and understanding of:

(a) BUMED policies, programs, and directives.

(b) Naval Reserve Force policies, programs, and directives.

(c) Manual of Medical Department.

(3) Basic knowledge of manpower, training, and POM budget process.

(4) Ability to plan, direct, and coordinate complex programs pertaining to the health of the Force.

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## Section II - Deputy, Commander, Naval Reserve Force (N00B)

## 1. N00B Deputy, Commander, Naval Reserve Force (Captain)

a. Mission. Assists and advises the Commander in all matters related to executing the mission of COMNAVRESFOR.

b. Functions. Acts as principal advisor to COMNAVRESFOR on all matters of major importance relating to the mission of COMNAVRESFOR. Assists COMNAVRESFOR in the discharge of responsibilities.

c. Command Relationships. Assists COMNAVRESFOR in liaison with commands, agencies, and offices to obtain resources required for readiness of the Naval Reserve. Directs Disaster Preparedness Plan for Naval commands within the New Orleans area.

d. Key Processes. Ensures the organization, readiness training, administration, and operations of COMNAVRESFOR are carried out per the policies, plans, and intentions of the Commander.

e. Tasks

(1) Renders decisions and initiates action on matters for which the policies of COMNAVRESFOR have been established.

(2) Reviews and initiates current and long-range plans necessary for an effective and vital Naval Reserve Program.

(3) Keeps informed on all major issues, duties and accomplishments of the various staff elements through the COS. Performs Area Coordinator functions in the absence of the Commander to include:

(a) Represents the Commander at various social functions/activities in the local community.

(b) Establishes CNO Regional Area Coordinator (RAC) policy and issues instructions pertaining to:

1. Uniform policy
2. Quality of Life Programs
3. Navy Family Ombudsman Program
4. Procedures for handling sexual assault/rape cases
5. Navy-Marine Corps Relief Society Advisory Board, New Orleans Auxiliary
6. New Orleans Regional Navy Drug and Alcohol Advisory Council
7. DoD Participation in Mardi Gras events
8. Health Care Consumer Council

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9. Administrative Dismissal of Civilian Employees in emergency situations

10. Family Advocacy Program

11. Participation in Courts-Martial and Boards of Inquiry

f. Knowledge

(1) Thorough knowledge of the Naval Reserve Force, its mission, function, operation, and management.

(2) Well-versed in matters of protocol and able to effectively communicate at all levels.

2. N00S Secretary (Civilian)

a. Function. Supervises the administrative processes of the Office of COMNAVRESFOR.

b. Command Relationship. Reports to Deputy, COMNAVRESFOR. Liaises with Director of Naval Reserve (N095) in the performance of administrative duties. Works closely with the Protocol Officer and Flag Aide.

c. Key Processes. The principal personal administrative assistant to COMNAVRESFOR and Deputy, COMNAVRESFOR.

d. Tasks

(1) Provides assistance to offices and departments, coordinates and prepares information, administrative tasking and correspondence, completes projects and requests for information from higher headquarters as designated by the Commander, Deputy, or COS.

(2) Maintains and tracks officer fitness reports to include preparation of Periodic, Detaching, Special, and Mid-Term Counseling reports on all officers assigned to the staff of COMNAVRESFOR in New Orleans.

(3) Responds to inquiries and administrative taskings brought to the Commander or the Deputy by members of the staff, other Navy, DoD, or federal organizations, congressional staff, and state and local officials.

(4) Receives and screens correspondence submitted for the Commander, Deputy Commander, and COS's signature for clarity of thought, completeness, grammatical, and procedural accuracy.

(5) Drafts and types a variety of Flag correspondence, including personal and official letters and memorandums.

(6) Prepares Temporary Additional Duty (TAD) order requests for the Admiral, Flag Aide, Deputy, and COMNAVRESFOR.

(7) Verifies, gathers, assembles, and prepares reports pertaining to travel obligations to include mid-year review and annual travel budget submission.

(8) Controls and maintains the signature facsimile stamp for COMNAVRESFOR and uses it with a keen sense of discretion on travel orders,

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(8) Controls and maintains the signature facsimile stamp for COMNAVRESFOR and uses it with a keen sense of discretion on travel orders, awards, or personal correspondence for COMNAVRESFOR as directed by the Deputy and COS.

(9) Schedules the use of the ceremonial areas of the F. Edward Hebert Defense Complex.

(10) Exercises control over the COMNAVRESFOR appointment calendars and activities relating to visits to the New Orleans office and for daily events involving the Deputy and COS appointments.

(11) Screens all calls and visitors, answering questions, and completing most business involving established policy or routine matters without referral to the Deputy or COS.

(12) Arranges conferences, meetings and briefings, establishing time and place.

(13) Maintains personal contact with and performs liaison functions for COMNAVRESFOR, whether the Admiral is in Washington, DC, New Orleans, Louisiana, or TAD.

(14) Maintains a close analysis of items on hand purchased with Official Representation Funds.

(15) Controls command plaques and requests for their issuance.

(16) Attends weekly line-up meeting. Prepares and distributes minutes for the line-up meeting.

(17) Responsible for all official mail addressed to the COMNAVRESFOR, Deputy, and COS.

(18) Civilian timekeeper for personnel reporting to Deputy/COS.

(19) Conducts monthly 2-hour training for Petty Officers standing the Deputy Watch.

e. Knowledge

(1) Sound foundation of administrative concepts and practices.

(2) Knowledge of:

(a) COMNAVRESFOR's views sufficient to affect necessary liaison between superior and subordinate commands in the exchange of information and be able to assist the Deputy and COS with inherent administrative tasks.

(b) Principles and practices of office administration, and COMNAVRESFOR policies, preference and procedural matters to relieve the complex and diverse administrative burdens of the office.

(c) Required correspondence, message, etc., formats, grammar, spelling, and punctuation.

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(d) Protocol with respect to higher echelons, other military activities or government officials due to frequency of interaction.

(e) Key public and civic officials who have an interest in the Navy and Naval Reserve programs.

(3) Skill in:

(a) Advising and instructing other secretaries, clerical support personnel, and staff members in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.

(b) Oral and written communications.

(c) Planning, organizing, and coordinating work in dynamic situations where workload priorities and deadlines are constantly changing.

(d) Typing at a high level of proficiency.

(e) Operation of word processing software and office automation features.

(4) Public relations acumen is vital in this highly visible position.

3. N00C SA Force Change Management Officer (Captain)

a. Mission. Assists and advises the Commander in matters related to change management/operations improvement for COMNAVRESFOR.

b. Functions. Acts as principal advisor to COMNAVRESFOR for change management.

c. Command Relationships. SA and technical advisor to COMNAVRESFOR.

d. Key Processes. Facilitates change management throughout the Naval Reserves.

e. Tasks

(1) Principal Naval Reserve authority on strategic alignment and integration of business processes, business transformation, business process reengineering, work systems, customer-driven performance, mission effectiveness, and other major tenets of the Naval Reserve Performance Improvement Criteria.

(2) Build infrastructure for Operation Improvement of the Force.

(3) Coordinate Force Executive Steering Committee (FESC) efforts in support of the Leading Change Initiative.

(4) Manage organization participation in Quality Award Programs.

f. Knowledge

(1) Thorough knowledge of the Naval Reserve Force, its mission, function, operation, and management.



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(2) Well-versed in matters of protocol and able to effectively communicate at all levels.

4. N00C1 Force Change Management Advisor (Civilian)

a. Mission. To provide COMNAVRESFOR with technical advice on matters related to the application of the Naval Reserve Performance Foundation, benchmarking, business process reengineering, and other operational improvement/change management techniques.

b. Functions

(1) Facilitates the integration of structured management systems.

(2) Recommends policies and, in the absence of the Force Change Management Officer, makes decisions that impact the success of Naval Reserve Management Systems.

(3) Contributes directly to the ability to improve processes at all levels of the Naval Reserve.

c. Command Relationships

(1) Technical advisor to COMNAVRESFOR.

(2) Interfaces with senior officials and managers of all military services, representatives of private industry, and all echelons within COMNAVRESFOR.

d. Key Processes

(1) Facilitates the Naval Reserve ESC in determining how to apply operational improvement/change management techniques and the best practices of leaders to address the major challenges and opportunities for further improving the Naval Reserve's operating efficiency and effectiveness. Operates as the architect for selective prototyping of these techniques and practices, and follow-on, broad-based implementation strategies.

(2) Assists the Force Change Management Officer in forums dedicated to the development and advancement of operational improvement/change management techniques and best practices.

(3) In the absence of the Force Change Management Officer, represents the Naval Reserve in formal and informal meetings and conferences with business, academic, and government leaders where the subject matter includes the application of operational improvement techniques.

e. Tasks

(1) Conducts independent reviews and assessments in implementing the Naval Reserve Performance Foundation, benchmarking, business process reengineering, and other operational improvement/change management techniques in the Naval Reserve. Applies a detailed, working knowledge of the Naval Reserve, as well as a critical understanding of high-level business methods and processes. Consults with leaders in industry, academia, Government, and with consultants in these reviews and evaluations.

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(2) Extends and expands on business theory and its direct, immediate application to Naval Reserve issues and challenges. After consulting with recognized business leaders, academics, consultants, and Government leaders, N00C1 informs COMNAVRESFOR of modern management practices and codifies the new knowledge in reports, conference proceedings, and formal/informal briefings and publications.

(3) Is the principal Naval Reserve authority on the strategic alignment and integration of business processes, business transformation, business process reengineering, work systems, customer-driven performance, mission effectiveness, and other major tenets of the Naval Reserve Performance Foundation.

(4) Assists in developing implementation strategies for the key assets of the Naval Reserve Performance Foundation and in cascading them down to the Naval Reserve leadership ranks to institutionalize the Performance Foundation throughout the Force.

(5) Maintains a current, high-level, working knowledge of the use of information technology to support management processes. Consults with industry, academia, and Government leaders on the latest implementation of Decision Support Systems, Executive Decision Systems, and Management Support Systems.

f. Knowledge

(1) In-depth knowledge of the theory, principles, practices, and techniques of organizational improvement/change management and statistical process control,

(2) Skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning management processes to derive conclusions and recommend appropriate action.

(3) Ability to:

(a) Maintain effective work relationships with top officials and senior managers of other military services, DoD, private industry, and other components of DON.

(b) Deal effectively with a wide variety of senior managers concerning complex organizational and technical issues.

(c) Negotiate with various levels of management to merge conflicting requirements and develop compromises that optimize desired results.

(4) Knowledge of the organization and mission of the Naval Reserve Force, including structural relationships of military and civilian personnel and related training programs.

(5) Skill in written and oral communications to prepare and present findings/recommendations and carry out specific actions regarding controversial issues. Responsible for implementing new ideas and concepts.

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5. N00E DON Office of the Assistant General Counsel (Installations and Environment) General Counsel of the Navy Attorney-Advisor (Environmental Law/Ethics/Civilian Personnel Law)

a. Mission. Provides Navy-wide legal service in the broad field of general business and commercial law, including legal matters related to the acquisition, custody, management, transportation, and disposition of real and personal property, patent, and copyright legal matters, the procurement of services, administrative and civilian personnel law, environmental law, government ethics, and general legal matters affecting the DON.

b. Functions

(1) Provides advice, consultation, and assistance to COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, the DCOS', SAs, staff members, and Naval Reserve Readiness Command (REDCOM) Staff Judge Advocates within the COMNAVRESFOR claimancy in all legal matters as directed by COMNAVRESFOR.

(2) Provides advice and counsel while performing all legal functions for COMNAVRESFOR, and/or their designees, in performance of the responsibilities as the U.S. Navy's legal Area Coordinator for the Mid-CONUS Region which includes, but is not limited to, the following: North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Minnesota, Iowa, Missouri, Arkansas, and Louisiana.

c. Command Relationships

(1) The incumbent is an attorney-advisor employed by the DON Office of the General Counsel, Washington, DC. However, the office for day-to-day employment purposes is on the staff of COMNAVRESFOR, New Orleans, Louisiana.

(2) Provides senior-level advice and counsel to one of the DON's Area Environmental Coordinators (AEC or AECs, as appropriate) /Regional Environmental Coordinators (REC or RECs, as appropriate). Liaises with Federal, Regional, State, Local and municipal environmental agency's, other agencies, and other military services.

d. Tasks

(1) As the senior Navy environmental law/ethics law specialist in the region, the incumbent is responsible for consulting with appropriate officials in the Office of the Assistant General Counsel (Installations and Environment) on the current and authoritative interpretations of environmental and ethics laws and regulations so that timely and complete advice can be provided to the AEC/REC.

(a) Provides staff support and senior-level legal advice and counsel to the COMNAVRESFOR, New Orleans, Louisiana, in the dual capacity as: (1) An echelon II major claimant; and (2) as one of the Navy's permanent AEC/REC (i.e., for Environmental Protection Agency (EPA) Regions 7 and 8). Responds to Major claimant and REC requests for legal advice, counsel, and assistance across the entire spectrum of these responsibilities, including issues relative to Base Closure and Realignment (BRAC) as well as the Standards of Conduct and Office of U.S. Government Ethics (OGE); Alternative Dispute Resolution (ADR); Regionalization; and office of Management and Budget (OMB) A-76 Circular Outsourcing and Privatization initiatives.

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Provides training nationwide involving a wide-variety of legal, environmental, ethics, and administrative law/personnel law issues.

(b) DON Office of the General Council (OGC) Environmental Counsel advises COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR on any and all environmental-legal matters claimancy-wide/nationwide.

(c) DON OGC Environmental Counsel for COMNAVRESFOR an echelon II command with over 200 Naval Reserve installations nationwide. Incumbent acts as Environmental Counsel to the U.S. Navy's AEC for EPA Regions 7 and 8, and as Environmental Counsel to the Navy REC for EPA Regions 7 and 8 (i.e., a geographic area encompassing 10 states and the Louisiana Gulf Coast Region).

(d) DON OGC Environmental Counsel provides advice to COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR on the full range of environmental legal issues arising at Naval Reserve Force installations nationwide, for which the respective echelon III Flag Commanders are directly responsible; and for the advice necessary to allow COMNAVRESFOR to discharge the duties as AEC and REC.

(e) DON OGC Ethics Counsel is responsible for the provision of legal advice, counsel, and assistance in all matters dealing with Naval Reserve Force civilian employee's and the U.S. Government Ethics Regulation(s) inclusive of the OGE pronouncements and DoD's implementing instruction(s), to wit: Reference DoD 5500.7R of 30 August 1993, as amended.

(f) DON OGC Ethics Counsel is responsible for the provision of advice, counsel, and assistance in all matters dealing with Naval Reserve Force civilian employees and ADR techniques. The timely provision of legal advice and counsel to the three Flag Commanders (i.e., COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR) is the key in these regards.

(g) DON OGC Ethics Counsel is responsible for the provision of advice, counsel, and assistance to the three Flag Commanders in the area of the DON's Regionalization, Outsourcing, and Privatization initiatives.

(2) Participates in the monitoring and support of ongoing efforts by Navy components to provide current and accurate information about legal requirements in environmental, ethics, and related matters to those who have need for the information. The incumbent also monitors proposed Federal, Regional, State, Local and municipal legislation, and other Congressional or legislative activities as assigned and furnishes appropriate and pertinent advice and services to the AEC/REC and, through this individual, to naval activities in the region with respect thereto.

e. Knowledge

(1) Qualified attorney and active member of the bar of a state or federal court, and have experience as an attorney-advisor handling significant legal matters.

(2) Specialized knowledge and experience in Environmental Law and U.S. Government Ethics/Standards of Conduct.

(3) Knowledge of legal principles.

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(4) Demonstrates maturity, sound judgment, the ability to find solutions to very difficult problems, and the patience, stamina, and drive to carry out the functions and tasks under demanding circumstances, requiring the application of expert legal knowledge.

(5) Ability to:

(a) Communicate effectively both orally and in writing. Participates in the training and instruction of other DON personnel, including attorneys, in the area of environmental law, ethics, administrative and personnel (civilian) law.

(b) Draft, review, and interpret complex legal and factual materials for the AEC/REC.

(c) Work independently performing research and analysis; plan and develop memorandums, reports, and opinions; and represents the U.S. Government at negotiation sessions when required.

(d) Make decisions.

(e) Interact professionally with civilian and military persons at various levels.

(f) Recommend appropriate action to reflect and respond to the legal issues presented.

(6) Expert knowledge of Navy policy.

(7) Knowledge of legal requirements of statutes, case law, and regulations, directives and policy statements.

6. N00F SA Financial Management (Civilian)

a. Mission. Provides the necessary policy, guidance, and direction to ensure formulation and submission of timely, accurate, high quality budgets that adequately address the mission and program needs of the claimancy.

b. Functions. Serves as principal advisor to COMNAVRESFOR in all matters related to financial management. Manages, directs, and coordinates budget execution of all General and Working Capital Funds allocated to the claimancy to ensure their proper use for mission and program support within the legal and regulatory guidelines associated with such funds.

c. Command Relationships

(1) Performs duties as Staff and Force Comptroller.

(2) Reports directly to the Deputy, COMNAVRESFOR for matters pertaining to day-to-day financial management, and keeps the Deputy informed on the status of assigned programs and projects.

(3) Reports directly to the COMNAVRESFOR for financial integrity and responsibility for overobligation/overexpenditure of command funds per Section 31 USC 1517.

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d. Key Processes. Establishes short and long-term financial goals, objectives and related policy, which are realistic and responsive to COMNAVRESFOR's goals and priorities.

e. Tasks

(1) Coordinates action on all matters related to COMNAVRESFOR's resources including budget formulation, apportionment, justification, and execution.

(2) Administers financial systems and procedures used in determining resources requirements, distribution, and use of allocated resources.

(3) Monitors and directs the execution of COMNAVRESFOR's financial plan, including effectiveness of use of resources, compliance with constraints, limitations, thresholds of flexibility, or other guidance as required by law, regulation, or policy of higher authority.

(4) Provides analyses in areas of interest and responsibility using financial and statistical data.

(5) Promotes economy and efficiency in the management of resources.

f. Knowledge and Ability

(1) Broad knowledge of financial systems and procedures.

(2) Ability to:

(a) Supervise and direct the execution of COMNAVRESFOR financial plan, including effective use of resources, compliance with constraints, limitations, and thresholds of flexibility, or other guidance as required by law, regulation, or policy from higher authority.

(b) Manage and supervise subordinate staff.

(c) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

(d) Develop and present flag-level briefings.

7. N00FB Deputy SA for Financial Management/Deputy Comptroller

a. Tasks

(1) Assists in coordinating all matters related to COMNAVRESFOR's resources, including budget formulation, apportionment, justification, and execution.

(2) Administers financial systems and procedures used in determining resource requirements, distribution, and use of allocated resources.

(3) Monitors and assists the direction and execution of COMNAVRESFOR financial plans, including effective use of resources, compliance with constraints, limitations or other guidance as required by law, regulation, or policy of higher authority.

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(4) Provides analyses in areas of interest and responsibility using financial and statistical data.

(5) Promotes economy and efficiency in the management of resources,

(6) Reports to Force SA for Financial Management in the performance of duties.

b. Knowledge

(1) Proven financial management with subspecialty 0031Q required.

(2) Ability to:

(a) Manage and supervise financial management personnel through subordinate supervisors.

(b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

(c) Apply sound, independent judgment in implementing and executing the various duties involved with financial management programs.

(d) Develop and present Flag level Briefings.

(3) Expert knowledge of financial systems and procedures.

8. N00FA Administrative Assistant (Enlisted)

a. Knowledge

(1) Yeoman rating.

(2) Thorough working knowledge of the Navy Correspondence Manual and the Navy Performance Evaluation and Counseling Systems Manual.

(3) Ability to:

(a) Type and receive naval messages.

(b) Prepare correspondence and instructions.

(c) Route incoming and outgoing mail.

(d) Purchase supplies and maintain stock levels.

(e) Perform civilian personnel timekeeping skills.

(f) Research, analyze, interpret, and apply rules, regulations, and procedures.

(g) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR,

(4) Knowledge of basic computer skills. Proficiency in GroupWise, Microsoft Word, Access, Excel, and Powerpoint.

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9. N00F1 Operations and Management, NR Budget Officer

a. Tasks

(1) Supervises civilian staff within the code, establishing work priorities, and ensuring deadlines and quality are met.

(2) Prepares civilian performance appraisals.

(3) Serves as consultant to the command on all O&MNR budget and cost analysis activities. Provides management with financial information such as comparisons of actual performance to the plan and identification of variances. Represents the command on a variety of working groups,

(4) Analyzes the budgetary impact of new or revised legislation, policies, and procedures. Develops command budget policies based on interpretation of circulars, directives, and regulations issued by OMB, DoD, service headquarters, and Coast Guard (CG) decisions.

(5) Provides instructions, planning factors, cost analysis, and budget policy guidance to managers for developing organizational and substantive program throughout the command. Reviews and analyzes budget submissions including budgetary goals, timetables, milestones, and criteria for assessing program cost-effectiveness. Negotiates a consolidated organization budget for submission to agency levels.

(6) Allocates O&MNR funds to operating budget holders based on an analysis of organization budget estimates, historical expenditures, projected workload, and approved funding.

(7) Coordinates and reacts to funding and programmatic changes. Evaluates the effect of cost and program changes on the budget execution process. Analyzes productivity, workload, and program accomplishments.

(8) Oversees the preparation of a variety of reports covering the status of funds, expenses and obligations, as required.

(9) Monitors year-end closing to ensure proper and full use of provided funds, with no antideficiency violation.

(10) Conducts special studies and gathers data from field organizations to resolve variances or to solve complex problems. Recommends financial strategies and actions for meeting program requirements.

(11) Analyzes authorization and appropriations legislation for impact on O&MNR programs and funds. Develops recommendations for Program Budget Decisions (PBDs) and financial policies.

(12) Analyzes and interprets agency/DoD/OMB budget and program guidance. Reviews, complies, summarizes, and prepares budgetary data in PBD/budget guidance. Provides budget formulation assumptions, guidance, and technical assistance to lower level organizations.

(13) Attends briefings and conferences to justify and defend budget estimates, program and resource requirements, and appropriation requests.



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(14) Identifies requirements shortfalls and trade-offs and prepares appropriate supporting documentation.

b. Knowledge

(1) Possesses proven Financial Management subspecialty code (C)031Q).

(2) Leadership ability, including the ability to coach, mentor, and challenge subordinates; ability to adapt leadership style to a variety of situations and model high standards of honesty, integrity, trust, openness, and respect for the individual by applying these values to daily behaviors,

(3) Ability to:

(a) Recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

(b) Communicate effectively in writing.

(c) Conduct studies, analyze data, develop alternatives, and make recommendations to resolve budget problems,

(d) Give oral presentations.

(e) Negotiate.

(f) Advise others.

10. N00F1B/11 Operations and Management, NR Lead Analyst (Civilian)

a. Tasks

(1) Serves as the Deputy to the O&MNR Budget Officer on all budget and cost analysis activities. Prepares financial information such as comparisons of actual performance to the financial plan and identification of variances. Represents the Budget Officer on project teams, as assigned.

(2) Analyzes and interprets agency/DoD/OMB budget and program guidance. Reviews, compiles, summarizes, and prepares budgetary data in PBD/budget guidance. Prepares budget formulation assumptions, guidance, and technical assistance for lower level organizations.

(3) Reviews, analyzes, edits, and consolidates budget submission data. Prepares a multitude of specialized budget summary reports for submission to agency/Office of the Secretary of Defense (OSD)/OMB.

(4) Attends conferences and briefings to justify and defend budget estimates.

(5) Analyzes authorization and appropriations legislation for impact on O&MNR programs. Develops recommendations for force financial policies and replies to PBDs. Develops budget/program processes, procedures, and guidance for executing financial management plans and programs.

(6) Maintains program and administrative reference materials, project files, and relevant background documents and make available policies, procedures, and written instructions for the Budget Officer to the station

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analysts; maintain current knowledge to answer questions from analysts on procedures, policies, directives, etc.

(7) Monitor and report on the status and progress of analysts' work, checking on work in progress, and reviewing completed work to see that work priorities, quality, and deadlines are met.

(8) Compiles recommended allocations of funds to individual budget holders based on an analysis of budget estimates, historical expenditures, projected workload, and approved funding.

(9) Monitors the use and rate of expenditure of budgeted funds through continuing dialogue with management officials and their staffs and review of written documents. Advises the Budget Officer on the status and availability of funds.

(10) Conducts special studies, analyzes data trends, develops projections of current year program funding requirements, and recommends financial strategies and actions for meeting program requirements, as directed by the Budget Officer.

b. Knowledge

(1) Ability to:

(a) Guide others to goal accomplishment.

(b) Apply procedures, requirements, regulations, and policies related to financial management, including the ability to maintain credibility with others on technical matters.

(c) Recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

(d) Communicate effectively in writing.

(e) Formulate, justify, and execute assigned budget.

(f) Conduct studies, analyze data, develop alternatives, and make recommendations to resolve budget problems.

(g) Give oral presentations.

(h) Negotiate.

(2) Knowledge of:

(a) Budgeting for O&MNR funds.

(b) Single-year appropriations, their characteristics, uses, applications, and structure.

(c) Policies, procedures, and regulations governing budgetary processes.

(d) DoD Planning, Programming, and Budgeting System (PPBS), its process, products, terminology, and guidance documents.

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(e) Automatic Data Processing (ADP) system capabilities to effectively complete assignments.

11. N00F111 Budget Analyst (Civilian)

a. Tasks

(1) Analyzes and interprets agency/DoD/OMB budget and program guidance as it relates to civilian personnel. Reviews, compiles, summarizes, and prepares budgetary data in PBD/budget guidance. Prepares budget formulation assumptions, guidance, and technical assistance for lower level organizations.

(2) Reviews, analyzes, edits, and consolidates budget submission data. Prepares a multitude of specialized budget summary reports for submission to agency/OSD/OMB.

(3) Attends conferences and briefings to justify and defend budget estimates .

(4) Analyzes authorization and appropriations legislation for impact on civilian personnel programs. Develops recommendations for force financial policies and replies to PBDs. Develops budget/program processes, procedures, and guidance for executing financial management plans and programs.

(5) Maintains program and administrative reference materials, project files, and relevant background documents and makes available policies, procedures, and written instructions for the Budget Officer to the station analysts; maintains current knowledge to answer questions from analysts on procedures, policies, directives, etc.

(6) Compiles recommended allocations of funds to individual budget holders for civilian personnel funding based on an analysis of budget estimates, historical expenditures, projected workload, and approved funding.

(7) Monitors the use and rate of expenditure of budgeted funds through continuing dialogue with management officials and their staffs and a review of written documents.

(8) Conducts special studies, analyzes data trends, develops projections of current year program funding requirements, and recommends financial strategies and actions for meeting program requirements, as directed by the Budget Officer.

b. Knowledge

(1) Ability to:

(a) Apply procedures, requirements, regulations and policies related to financial management, including the ability to maintain credibility with others on technical matters.

(b) Recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

(c) Communicate effectively in writing.

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(d) Conduct studies, analyze data, develop alternatives, and make recommendations to resolve budget problems.

(e) Give oral presentations.

(2) Knowledge of:

(a) Budgeting for civilian personnel funds.

(b) Single-year appropriations and their characteristics uses applications and structure.

(c) Policies processes procedures and regulations governing budgetary processes.

(d) DoD PPBS, its process, products, terminology, and guidance documents.

(e) ADP system capabilities to effectively complete assignments.

12. N00F112/N00F113/N00F114 Budget Analyst (Civilian)

a. Tasks

(1) Formulates budget submissions. Coordinates reviews of applicable portions of the budget with appropriate divisions/special SAs of COMNAVRESFOR staff.

(2) Prepares and/or reviews the narrative justification, exhibits and annexes for assigned programs in the budget submission to CNO to ensure compliance with guidance and standards established by CNO and higher authority.

(3) Directs a progress and statistical reporting system to monitor performance, identifies variances from plans and makes necessary financial adjustments.

(4) Issues operating budget by limitations or constraints as established by CNO or higher authority.

b. Knowledge

(1) Skill in applying budgeting techniques in the formulating and executing of O&MNR appropriation budget submissions.

(2) The PPBS, the Future Year Defense Plan (FYDP) and various titles of the U.S. Code to ensure compliance with all applicable laws and regulations.

(3) O&MNR, and Other Procurement, Navy budgeting and financial management systems.

(4) Legal and regulatory requirements and procedures, both general and specific, as they relate to and affect financial management and budgeting.

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(5) Skill in applying analytical principles and practices to extract useful information from status reports and financial statements to analyze program plans and to recommend and/or effect revisions when necessary.

(6) Skill in communicating effectively both orally and in writing and be persuasive and harmoniously effective in dealing with numerous outside contacts.

13. N00F12 Director Headquarters O&MNR Budget (Civilian)

a. Tasks

(1) Responsible for the allocation of funding based on approved budget programs.

(2) Reports directly to the SA for Financial Management for financial integrity and responsibility for over obligation/over expenditure of command funds per Section 31 USC 1517.

(3) Plans, organizes, and carries out annual and multi-year budgeting in support of command programs.

(4) Monitors the execution of all phases of the Headquarters O&MNR budget obligations and expenditures to ensure proper execution, optimum use of funds, and accomplishment of major claimant missions' objectives.

(5) Directs the analysis of variations of budget performance from budget plan; advises on budgetary impact, and recommends corrective action to resolve unexpected problems; shifts resources to accomplish higher priority work; or otherwise reprograms resources.

(6) Recommends spending alternatives on a pragmatic basis and is responsible for reprogramming of funds (both major and minor) as necessary to meet unfunded emergent requirements, Submits budgetary and accounting reports as required to ensure that higher authority is apprised of the financial status of the Headquarter Commands.

b. Knowledge

(1) Broad knowledge of financial systems and procedures.

(2) Ability to:

(a) Supervise and direct the execution of COMNAVRESFOR financial plan, including effectiveness of use of resources, compliance with constraints, limitations and thresholds of flexibility, or other guidance as required by law, regulation, or policy of higher authority.

(b) Manage and supervise subordinate staff.

(c) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

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14. N00F12B Budget Analyst (Civilian)

a. Tasks

(1) Formulates budget submissions. Coordinates reviews of applicable portions of the budget with appropriate divisions/SAs of COMNAVRESFOR staff.

(2) Prepares and/or reviews the narrative justification, exhibits, and annexes for assigned programs in the budget submission to CNO to ensure compliance with guidance and standards established by CNO and higher authority.

(3) Directs a progress and statistical reporting system to monitor performance, identifies variances from plans, and makes necessary financial adjustments.

(4) Issues operating budget by limitations or constraints as established by CNO or higher authority.

b. Knowledge

(1) Skill in applying budgeting techniques in the formulation, execution of the O&MNR, appropriation budget submissions.

(2) The PPBS, FYDP, and various titles of the U.S. Code to ensure all applicable laws and regulations are followed.

(3) O&MNR, and Other Procurement, Navy budgeting and financial management systems.

(4) Legal and regulatory requirements and procedures, both general and specific, as they relate to and affect financial management and budgeting.

(5) Skill in applying analytical principles and practices to extract useful information from status reports and financial statements to analyze program plans and to recommend and/or effect revisions when necessary.

(6) Skill in communicating effectively both orally and in writing and be persuasive and harmoniously effective in dealing with numerous outside contacts.

15. N00F121 Supervisory Budget Technician (Civilian)

a. Tasks

(1) Reviews daily status of accounts, ensuring that detailed and summary accounts are in balance. Make recommendations to resolve outstanding issues.

(2) Provides training to accounting technicians in new accounting procedures and/or changes, financial system updates, etc.

(3) Researches and takes or coordinates corrective action in unmatched disbursements and/or line of account problems.

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(4) Reviews complex and unusual documents to verify accounting data and mathematical accuracy, determines necessary accounting transaction and takes appropriate action.

(5) Actively directs and performs research of current accounts, historical data, source documents, etc., to develop and explain in detail information not otherwise readily available.

(6) Develops comparative data which may reflect complex relationships between accounts, time periods, cost of different operations, etc., identifies significant changes and determines related transactions and causes.

b. Knowledge

(1) Ability to:

(a) Research accounting problems and takes appropriate corrective action as needed. Solutions to these problems may be routine or highly complex.

(b) Manage and supervise subordinate staff.

(c) Coordinate corrective actions on unique or complex problems encountered by other technicians in reconciling accounts or large groups of related accounts involving a variety of transactions.

(d) Communicate both orally and in writing.

(2) Knowledge of:

(a) Budget execution and accounting procedures applicable to the O&MNR, appropriation. Assists other technicians both at COMNAVRESFOR and Operating Location (OPLOC) Pensacola, Florida in resolving disbursement problems.

(b) O&MNR programs coordinating obligation validations, and/or the clearing of unmatched disbursements.

16. N00F1211/N00F1212/N00F1213/N00F1214/N00F1215 - Budget Technicians (Five Civilians)

a. Tasks

(1) Performs a variety of complex budgetary, administrative, and statistical functions to support budget formulation.

(2) Reviews estimates ensuring amounts are within established guidelines. Researches, compiles, verifies, and summarizes data involving salaries, expenses, and object class and line item information.

(3) Consolidates budget estimates and issues funding documents including request for contracts, work requests, military interdepartmental purchase request, project orders, travel orders, etc. Prepares all required documents for review and funding authority.

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(4) Processes time and attendance and identifies and resolves inconsistencies with information submitted, processed, and reported during all payroll cycles as the Customer Service Representative (CSR).

(5) Establishes, maintains, and updates obligations relative to funding activities. Ensures there is no overobligation of funds.

(6) Reviews budgetary transactions for compliance with policies/procedures and ensures that funds are available.

(7) Provides quality customer service and establishes good working relationships with all employees and co-workers. Provides information about budget procedures to local program managers and accounting personnel

b. Knowledge

(1) Knowledge of:

(a) Agency procedures and processes covering a wide range of budgetary transactions involving two or more appropriations with different guidelines or a comparable mix of appropriated funds.

(b) Funding limitations and policies to notify others of possible violations of procedural and regulatory requirements.

(c) Skill in applying basic arithmetic to verify figures in requests of allotments, to determine the availability of funds, and to enter and maintain account balances to reflect funds available and/or expended.

(2) Ability to respond to routine inquiries and has the ability to make detailed explanations of procedures.

17. NC0F2 RPN Budget Director (Civilian)

a. Tasks

(1) Serves as the consultant to the head of the command and senior managers on all RPN appropriation matters. Provides management with financial information such as comparisons of actual performance to the financial plan and identification of variances. Represents the command on a variety of working groups. Acts as a functional representative on Reserve Financial Management System (RESFMS) issues.

(2) Analyzes the budgetary impact of new or revised legislation, policies and procedures. Develops command budget policies based on interpretation of circulars, directives, and regulations issued by OMB, DoD, service headquarters, and CG decisions.

(3) Provides instructions, planning factors, cost analysis, and budget policy guidance to managers for developing organizational and substantive program budgets throughout the command. Reviews and analyzes budget submissions including budgetary goals, timetables, milestones, and criteria for assessing program cost-effectiveness. Negotiates a consolidated organization budget for submission to agency levels.



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(4) Coordinates and reacts to funding and programmatic changes. Evaluates the effect of cost and program changes on the budget execution process. Analyzes productivity, workload, and program accomplishments.

(5) Oversees preparing a variety of reports covering the status of funds, expenses, and obligations, as required.

(6) Monitors prior year funds and initiates actions necessary to maintain balances required avoiding antideficiency violation.

(7) Conducts special studies and gathers data from field organizations to resolve variances, or to solve complex problems. Recommends financial strategies and actions for meeting program requirements.

(8) Analyzes authorization and appropriations legislation for impact on RPN programs and funds. Develops recommendations for PBDs and financial policies.

(9) Attends briefings and conferences to justify and defend budget estimates, program and resource requirements, and appropriation requests.

(10) Prepares and/or reviews the narrative justification, exhibits, and annexes for assigned programs in the budget submission to CNO to ensure compliance with guidance and standards established by CNO and higher authority.

(11) Issues operating targets by limitations or constraints as established by CNO or higher authority.

(12) Reports to the Force Comptroller, who is an SA to COMNAVRESFOR.

b. Knowledge

(1) This position serves as the senior staff member in the RPN Budget Division.

(2) A thorough working knowledge of the RPN appropriation is required, involving the budget planning, formulating, justifying and interpreting.

(3) Ability to:

(a) Monitor budget execution, perform data analysis, support the integrity and reporting of financial information.

(b) Manage and supervise subordinate staff.

(c) Establish and maintain effective working relationships with both internal and external staffs.

(d) Apply sound, independent judgment in carrying out and executing the various duties of a budget division.

(e) Present oral briefings and serve as a COMNAVRESFOR representative for Reserve Personnel, Navy issues with representatives of both Navy and other DoD agencies.

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(4) Knowledge of financial management and accounting systems, acting as a functional representative on new system developments or enhancements.

(5) Broad knowledge of COMNAVRESFOR programs.

18. N00F2B Deputy Director, RPN Budget Division (Civilian)

a. Tasks

(1) Serves as the Deputy to the RPN Budget Officer on all budget and cost analysis activities. Prepares financial information such as comparing of actual performance to the financial plan and identifying variances. Represents the Budget Officer on project teams, as assigned. Acts as a functional representative of RESFMS.

(2) Analyzes and interprets agency/DoD/OMB budget and program guidance. Reviews, compiles, summarizes, and prepares budgetary data in PBD/budget guidance. Responsible for budget formulation, justification, submission, and execution of programs administered by COMNAVRESFOR.

(3) Reviews, analyzes, edits, and consolidates budget submission data. Prepares a multitude of specialized budget summary reports for submission to agency/OSD/OMB.

(4) Attends conferences and briefings to justify and defend budget estimates .

(5) Analyzes authorization and appropriations legislation for impact on RPN programs. Develops recommendations for force financial policies and replies to PBDs. Develops budget/program processes, procedures, and guidance for executing financial management plans and programs.

(6) Monitors and reports on the status and progress of analysts' work, checking on work in progress, and reviewing completed work to see that work priorities, quality, and deadlines are met.

(7) Monitors the use and rate of expenditure of budgeted funds through continuing dialogue with management officials and their staffs and review of written documents. Advises the Budget Officer on the status and availability of funds.

(8) Conducts special studies, analyzes data trends, develops projections of current year program funding requirements, and recommends financial strategies and actions for meeting program requirements, as directed by the Budget Officer.

(9) Prepares and/or reviews the narrative justification, exhibits, and annexes for assigned programs in submitting the budget to CNO to ensure guidance and standards established by CNO and higher, authority are followed.

(10) Directs a progress and statistical reporting system to monitor performance, identifies variances from plans, and makes necessary financial adjustments.

(11) Monitors prior year funds and initiates actions necessary to maintain balances required avoiding overexpenditures.

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(12) Issues operating targets by limitations or constraints as established by CNO or higher authority.

b. Knowledge

(1) Must have a thorough working knowledge of RPN appropriation.

(2) Ability to:

(a) Monitor budget execution, performs data analysis, supports the integrity, and reports financial information.

(b) Manage and supervise a subordinate staff.

(3) Knowledge of:

(a) Budget planning, formulation, justification, and interpretation.

(b) Applicable financial management systems, acting as a functional representative on new system developments or enhancements.

19. N00F21/N00F22/N00F23/N00F24 Budget Analysts (Four Civilians)

a. Tasks

(1) Responsible for budget formulation, justification, submission, and execution of programs administered by COMNAVRESFOR.

(2) Formulates budget submissions. Coordinates reviews of applicable portions of the budget with appropriate divisions/SAs of COMNAVRESFOR staff.

(3) Prepares and/or reviews the narrative justification, exhibits and annexes for assigned programs in submitting the budget to CNO to ensure guidance and standards established by CNO and higher authority are followed.

(4) Directs a progress and statistical reporting system to monitor performance, identifies variances from plans, and makes necessary financial adjustments.

(5) Monitors prior year funds and initiates actions necessary to maintain balances required avoiding over expenditures.

(6) Issues operating targets by limitations or constraints as established by CNO or higher authority.

(7) Serves as a technical advisor for information system development of new systems or modification of existing systems that are used in the management of the RPN appropriation.

b. Knowledge

(1) Knowledge of:

(a) Skill in applying budgeting techniques in the formulation, execution of the RPN appropriation budget submissions.

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(b) The PPBS, the FYDP, and various titles of the U.S. Code to ensure compliance with all applicable laws and regulations.

(c) RPN programs, entitlements and past expenditure data to forecast obligation, and expenditure rates.

(d) RPN financial management systems.

(e) Skill in applying analytical principles and practices to extract useful information from status reports and financial statements to analyze program plans and to recommend and/or effect revisions when necessary.

(f) Legal and regulatory requirements and procedures, both general and specific, as they relate to and affect financial management and budgeting.

(2) Skill in communicating effectively both orally and in writing and be persuasive and harmoniously effective in dealing with numerous outside contacts.

20. N00F25 Analysis/Forecast Officer

a. Tasks

(1) Performs continuous financial and program analysis of the RPN budgets administered by COMNAVRESFOR.

(2) Reviews and analyzes rates used in the budget formulation processes to determine their accuracy and applicability to current and future requirements.

(3) Performs detailed reconciliation of ongoing execution versus budgeted programs by analyzing financial and program data and developing projections of financial performance to determine the fiscal viability of individual programs through the end of each budget execution year.

(4) Reviews and analyzes rates and methodologies used to obligate funds during budget and program execution to determine their accuracy and recommends appropriate adjustments when necessary.

(5) Reviews both organizational and system based financial and program controls to determine if they are operating as intended and, where necessary, recommends modifications or develops new control mechanisms to ensure early identification of financial program areas and potential shortfalls.

b. Knowledge

(1) Requires a financial management subspecialty (0031X).

(2) Serves as the Analysis/Forecast Officer for the RPN appropriation.

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## (3) Ability to:

(a) Analyze the RPN budget submissions, taking underlying assumptions into consideration, and determining if programs are sufficiently funded within known financial controls.

(b) Monitor and analyze budget execution to forecast financial results.

(c) Perform detailed reconciliation of ongoing execution versus budget programs by analyzing financial and program data and developing projections of financial performance to determine the fiscal viability of individual programs through the end of each budget execution year.

(d) Review and analyze rates and methodologies used to obligate funds during budget and program execution to determine their accuracy and recommends appropriate adjustments when necessary.

## (4) Knowledge of:

(a) Reserve programs to review and analyze rates used in budget formulating processes to determine their accuracy and applicability to current and future requirements.

(b) Financial and program controls to determine if they are operating as intended and, where necessary, recommend modifications or develops new control mechanisms, to ensure early identification of financial problem areas and potential shortfalls.

## 21. N00F26 Supervisory Accounting Technician (Civilian)

## a. Tasks

(1) Reviews daily status of accounts, ensuring that detailed and summary accounts are in balance. Make recommendations to resolve outstanding issues.

(2) Provides training to accounting technicians in new accounting procedures and/or changes, financial system updates, etc.

(3) Researches and coordinates corrective action in unmatched disbursements and/or line of account problems.

(4) Reviews complex and unusual documents to verify accounting data and mathematical accuracy, determines necessary accounting transaction, and take appropriate action.

(5) Actively directs and performs research of current accounts, historical data, source documents, etc., to develop and explain detailed information not otherwise readily available.

(6) Develops comparative data which may reflect complex relationships between accounts, time periods, costs of different operations, etc., identifies significant changes and determines related transactions and causes.

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b. Knowledge

(1) Ability to:

(a) Research accounting problems and takes corrective action as needed. Solutions to these problems may be routine or highly complex.

(b) Manage and supervise subordinate staff.

(c) Coordinate corrective actions on unique or complex problems encountered by other technicians in reconciling accounts or large groups of related accounts involving a variety of transactions.

(d) Communicate both orally and in writing.

(2) Knowledge of:

(a) Budget execution and accounting procedures applicable to the RPN appropriation. Assists other technicians both at COMNAVRESFOR and OPLOC Pensacola, Florida in resolving disbursement problems.

(b) RPN programs coordinating obligation validations and/or the clearing of unmatched disbursements.

22. N00F261/N00F262/N00F263/N00F264/N00F265 Accounting Technicians (Five-Civilians)

a. Tasks

(1) Performs detailed analysis and reviews all transactions in assigned accounts.

(2) Ensures that daily transactions are worked from exception reports, allowing obligation data to be entered into the accounting system.

(3) Performs detailed analysis on individual transactions that have suspended from the accounting system. Determines if the expenditure is valid, and then takes further action, to resolve problem disbursement.

(4) Contacts the appropriate agency when a transaction cannot be resolved within COMNAVRESFOR.

(5) Monitors a tickler system ensuring that outstanding requests for action is completed.

(6) Performs ongoing work assignments on special projects that require manual intervention to resolve.

b. Knowledge

(1) Ability to:

(a) Respond to routine inquiries and make detailed explanations concerning procedures.

(b) Review and identify trends in problems in daily transactions from both the management information system and the accounting system.

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## (2) Knowledge of:

(a) Accounting procedures and techniques to understand and work within the RPN appropriation on a complex accounting system for a large number of accounts.

(b) The RPN appropriation and accounting system necessary to resolve unmatched disbursement problems.

## 23. N00F3 IT/Investment Budget Officer

## a. Tasks

(1) Requires Financial Management subspecialty code (0031X).

(2) Responsible for the Navy Working Capital Fund (NWCF), Other Procurement Navy (OPN), and other investment budget formulation, justification, submission, and execution of programs administered by COMNAVRESFOR.

(3) Formulates NWCF, OPN, and other investment budget submissions. Coordinates review of applicable portions of the budget with appropriate divisions/SAs of COMNAVRESFOR staff.

(4) Prepares and/or reviews the narrative justification, exhibits, and annexes for assigned programs in submitting the budget to CNO to ensure guidance and standards established by CNO and higher authority are followed.

(5) Directs a progress and statistical reporting system to monitor performance, identifies variances from plans, and makes necessary financial adjustments .

(6) Recommends reprogramming of funds to ensure that priority requirements are funded.

(7) Monitors prior year funds and initiates actions necessary to maintain balances required to avoid overexpenditures.

(8) Issues operating budgets by limitations or constraints as established by CNO or higher authority.

(9) Reports to SA for Financial Management in the performance of duties.

## b. Knowledge

(1) Leadership ability, including the ability to coach, mentor, and challenge subordinates; ability to adapt leadership style to a variety of situations; to model high standards of honesty, integrity, trust, openness, and respect for the individual by applying these values to daily behaviors.

## (2) Ability to:

(a) Recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

(b) Communicate effectively in writing.

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(c) Conduct studies, analyze data, develop alternatives, and make recommendations to resolve budget problems.

(d) Give oral presentations.

(e) Negotiate.

(f) Advise others.

24. N00F31 Budget Analyst (Civilian)

a. Tasks

(1) Analyzes and interprets agency/DoD/OMB budget and program guidance as it relates to NWCF.

(2) Reviews, compiles, summarizes, and prepares budgetary data in PBD/budget guidance.

(3) Prepares budget formulation assumptions, guidance, and technical assistance for lower level organizations.

(4) Reviews, analyzes, edits, and consolidates budget submission data .

(5) Prepares a multitude of specialized budget summary reports for submission to agency/OSD/OMB.

(6) Attends conferences and briefings to justify and defend budget estimates.

(7) Analyzes authorization and appropriations legislation for impact on NWCF programs.

(8) Develops recommendations for force financial policies and replies to PBDs.

(9) Develops budget/program processes, procedures and guidance for executing financial management plans and programs.

(10) Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions for the Budget Officer to the station analysts; maintain current knowledge to answer questions from analysts on procedures, policies, directives, etc.

(11) Compiles recommended allocations of funds to individual budget holders for NWCF funding based on an analysis of budget estimates, historical expenditures, projected workload and approved funding.

(12) Monitors the use and rate of expenditure of budgeted funds through continuing dialogue with management officials and their staffs and review of written documents. Advises the Budget Officer on the status and availability of funds.



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(13) Conducts special studies, analyzes data trends, develops projections of current year program funding requirements, and recommends financial strategies and actions for meeting program requirements, as directed by the Budget Officer.

b. Knowledge

(1) Ability to:

(a) Apply procedures, requirements, regulations, and policies related to financial management, including the ability to maintain credibility with others on technical matters.

(b) Recognize and analyze problems conducts research, summarize results, and make appropriate recommendations.

(c) Communicate in writing.

(d) Formulate and justify assigned budget.

(e) Conduct studies, analyze data, develop alternatives, and make recommendations to resolve budget problems.

(f) Give oral presentations.

(2) Knowledge of:

(a) Budgeting for NWCF funds.

(b) NWCF and its characteristics uses, applications, and structure.

(c) Policies processes procedures and regulations governing budgetary processes.

(d) The DoD PPBS, its process, products, terminology, and guidance documents.

(e) ADP systems' capabilities to effectively complete assignments.,

25. N00F32/N00F33 Budget Analyst (Civilian)

a. Tasks

(1) Formulates budget submissions.

(2) Coordinates reviews of applicable portions of the budget with appropriate divisions/SAs of COMNAVRESFOR staff.

(3) Prepares and/or reviews the narrative justification, exhibits and annexes for assigned programs in submitting the budget to CNO to ensure compliance with guidance and standards established by CNO and higher authority are followed.

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(4) Directs a progress and statistical reporting, system to monitor performance, identifies variances from plans, and makes necessary financial adjustments.

b. Knowledge

(1) Knowledge of:

(a) Skill in applying budgeting techniques in formulating and executing of the O&MNR appropriation budget submissions.

(b) PPBS, the FYDP and various titles of the U.S. Code to ensure compliance with all applicable laws and regulations.

(c) O&MNR and base realignment budgeting and financial management system.

(d) Skill in applying analytical principles and practices to extract useful information from status reports and financial statements to analyze program plans and to recommend and/or effect revisions when necessary.

(e) Legal and regulatory requirements and procedures, both general and specific, as they relate to and effect financial management and budgeting.

(2) Skill in communicating effectively both orally and in writing and be persuasive and harmoniously effective in dealing with numerous outside contacts.

26. N00F4 Accounting Officer (Civilian)

a. Tasks

(1) Responsible for all accounting matters concerning COMNAVRESFOR.

(2) Reviews accounting services provided for subordinate commands and those external commands serving NRAs, to ensure the requirements established by Defense Finance and Accounting Service (DFAS) and COMNAVRESFOR directives are followed.

(3) Provides technical accounting guidance to operating budget holders and to COMNAVRESFOR staff.

(4) Performs oversight to major claimant accounting and reporting to higher authority.

(5) Maintains official ledgers and subsidiary records for which the command is responsible.

(6) Provides guidelines to field activities for implementing new accounting policies and procedures.

(7) Assists SA for Financial Management in developing efforts that coordinate accounting and budgeting requirements.

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(8) Prepares and distributes periodic and recurring accounting reports portraying the status of funds at all required levels.

(9) Conducts a continuous review of accounting reports to improve their usefulness for budget and management purposes and eliminate those reports no longer required.

(10) Advises staff on technical and legal aspects of accounting functions and responsibilities.

(11) Reviews and analyzes proposed new legislation, regulations, policies, and procedures issued by higher authority and implements these when applicable.

(12) Acts as staff liaison with accounting organizations of higher authority.

(13) Inspects field activity accounting functions to ensure adequate control over funds administered.

(14) Analyzes fiscal reports and accounting returns of field activities and makes visits to evaluate the effectiveness of systems and procedures.

(15) Negotiates with other government departments concerning the development of and accounting for cross-service transactions.

(16) Liaises with other organizational units within the command and comparable organizational units of other commands and departments.

(17) Reports to SA for Financial Management in the performance of duties.

b. Knowledge

(1) Ability to:

(a) Monitor budget execution and perform data analysis in support of the integrity and reporting of financial information.

(b) Establish and maintain effective working relationships with both internal and external staffs.

(c) Advise others.

(d) Present briefings and serve as COMNAVRESFOR representative for accounting issues with representatives of both Navy and other DoD agencies.

(2) Knowledge of DON financial management and accounting systems that apply to the Naval Reserve, acting as the functional representative on new accounting system developments and enhancements.

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27. N00J SA Force Judge Advocate

a. Mission. Provides advice, consultation, and assistance to COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, staff members, and REDCOM Staff Judge Advocates within the claimancy in legal matters as directed by COMNAVRESFOR. Provides legal support for COMNAVRESFOR, and/or designees, in performing the responsibilities as Area Coordinator for Mid-CONUS Louisiana Region.

b. Functions. Serves as principal advisor to COMNAVRESFOR on all legal issues. Serves as Ethics Advisor to the Naval Reserve Force.

c. Command Relationships. SA to COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR. Liaises with the Office of the Judge Advocate General (JAG) and United States Disciplinary Barracks, Fort Leavenworth.

d. Key Processes

(1) Processes General Court-Martials (GCM), Special Court-Martials (SPCM), Summary Court-Martials (SCM), Non-Judicial Punishments (NJP), Administrative Separations (ADSEP), and appeals for each.

(2) Administers Reserve Force Freedom of Information Act (FOIA) and Privacy Act (PA) issues and acts as the initial review authority for such requests.

(3) Administers Reserve Force ethics training.

(4) Administers Force public/private financial disclosure program.

(5) Reviews and processes articles 138 and 1150, Uniformed Code of Military Justice (UCMJ) complaints. Reviews, processes, and responds to congressional inquiries.

e. Tasks

(1) Reviews and advises COMNAVRESFOR, or designees on all GCM convening authority actions and prepares all SPCM and GCM orders following rules for court-martial 1104, Manual for Court-Martial 1984 (MCM), and other documents and reports, as required.

(2) Prepares and issues all SCM and Non-Bad Conduct Discharge SPCM reviews under authority of article 64, UCMJ, and Rules for Court-Martial 1112, MCM. Reviews and advises COMNAVRESFOR of subordinate GCM Convening Authority on all pretrial investigations according to article 32, UCMJ.

(3) Prepares pretrial and post trial documents for all court-martials convened by COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(4) Assumes cognizance for naval personnel confined at the United States Disciplinary Barracks, Fort Leavenworth, Kansas for all legal function required by COMNAVRESFOR as GCM Authority (e.g., clemency petitions, appellate leave, and issuing orders).

(5) Reviews and prepares actions on appeals submitted under article 15, UCMJ, with COMNAVRESFOR claimancy under Area Coordinator responsibilities per Judge Advocate General Manual (JAGMAN) 0117a.

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(6) Reviews and processes complaints submitted for relief for cause of Naval Reserve personnel and advises COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as to appropriate actions.

(7) Coordinates and processes administrative Board of Inquiry proceedings for separation of officers for the Chief of Naval Personnel.

(8) Processes requests for enlisted personnel for Other-Than-Honorable (OTH) discharge in lieu of court-martial.

(9) Processes requests for resignation for officers for OTH discharge in lieu of court-martial.

(10) Reviews and endorses JAGMAN investigations for COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR and all other commands in the Mid-CONUS as Area Coordinator.

(11) Assigns active and Reserve commands to conduct JAGMAN investigations as required per Area Coordination responsibilities.

(12) Serves as ethics counselor for all DoD personnel in the COMNAVRESFOR claimancy.

(13) Issues DON policies and procedures in military justice and other legal matters within COMNAVRESFOR claimancy.

(14) Serves as the Initial Review Authority for all FOIA request under COMNAVRESFOR's claimancy, processes and prepares correspondence for PA, and subpoena requests.

f. Knowledge

(1) A member of the JAG Corps certified under article 27b, UCMJ.

(2) Broad working knowledge of military and civil law, military regulations, the MCM, and the UCMJ.

(3) Thorough working knowledge of Navy personnel actions, specifically GCM, SPCM, SCM, NJP, ADSEP, and the appeal procedures for each.

(4) Thorough knowledge of investigative procedures, including article 32, UCMJ Investigations, EEO Complaint Investigations, Inspector General, and Hotline Investigations.

(5) Expert knowledge of the JER for DoD and the Ethics in Government Act. Expert knowledge of the FOIA and PA.

(6) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as other commands.

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(c) Apply sound, independent judgment in implementing and executing the various duties involved with military justice, ethics administration, and environmental compliance.

(7) Broad knowledge of COMNAVRESFOR programs.

28. N00J1 JAG Assistant (Officer)

a. Knowledge

(1) A member of the JAG Corps certified under article 27b, UCMJ.

(2) Broad working knowledge of military and civil law, military regulations, the MCM, and the UCMJ.

(3) Thorough working knowledge of Navy personnel actions, specifically GCM, SPCM, SCM, NJP, ADSEP, and the appeal procedures for each.

(4) Thorough knowledge of investigative procedures, including article 32, UCMJ Investigations, EEO Complaint Investigations, Inspector General, and Hotline Investigations.

(5) Expert knowledge of the JER for the DoD and the Ethics in Government Act. Expert knowledge of FOIA and PA.

(6) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effect-working relationships with all levels of COMNAVRESFOR, COMNAVRESFOR, and COMNAVRESFOR, as well as superior and subordinate commands.

(c) Apply sound, independent judgment in implementing and executing the various duties involved with military justice, ethics administration, and environmental compliance.

(7) Broad knowledge of COMNAVRESFOR programs.

29. N00J2/N00J3 Administrative Assistant (Enlisted)

a. Knowledge

(1) Possesses legalman rating.

(2) Working knowledge of:

(a) Military and civil law, military regulations, the MCM and the UCMJ.

(b) Navy personnel actions, specifically GCM, SPCM, SCM, NJP, ADSEP, and the appeal procedures for each.

(c) The JER, FOIA, and PA.

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(3) Knowledge of investigative procedures, including article 32, UCMJ Investigations, EEO Complaint Investigations, Inspector General, and Hotline Investigations.

(4) Ability to:

(a) Manage and supervise staff.

(b) Establish and maintain effective working relationships with all levels of command.

(c) Apply sound, independent judgment in implementing and executing various duties.

(5) Broad knowledge of COMNAVRESFOR programs.





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## Section III - COS, Commander, Naval Reserve Force (N01)

## 1. N01 COS, COMNAVRESFOR (Officer)

a. Mission. The COS is the executive for, and primary assistant to the Deputy Commander COMNAVRESFOR. Directs and coordinates the staff to accomplish the mission and tasks of the command.

b. Functions

(1) Acts for the Deputy Commander when absent.

(2) Coordinates activities of staff officers, directing staff activities, office organization, and routine.

(3) Commanding Officer (CO), Staff Enlisted Personnel.

(4) Provides counseling, guidance, direction, and disciplinary control over staff personnel.

c. Command Relationships

(1) Liaises with all echelons of command senior to and subordinate to COMNAVRESFOR.

(2) Interfaces with echelon III commanders on issues such as Hotline Complaints, Congressional inquiries, awards submittals, and JAGMAN investigations. Directs public relations and serves as major contact point for other commands.

(3) Liaises with Commander, Navy Personnel Command (COMNAVPERSCOM) (Pers-9) for officer assignments.

(4) Liaises with U.S. Southern Command, Commander Naval Surface Forces Atlantic (COMNAVSURFLANT), and Commander Naval Surface Group TWO (COMNAVSURFGRU TWO) on contingency operations.

d. Key Processes

(1) Represents the Commander at routine, periodic meetings held by COMNAVRESFOR, Naval Support Activity (NAVSUPPACT) New Orleans, other local commands and agencies.

(2) Ensures the organization, administration, training, readiness, and operations of the Naval Reserve are carried out per the policies, plans, and intentions of COMNAVRESFOR.

(3) Interprets and carries out orders, regulations, and directives.

(4) Coordinates organization of the staff and ensures its efficient operation.

(5) Directs the preparation of staff work and guides work efforts of the staff, exercising supervision over departments, and ensuring completed staff work is submitted.

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e. Tasks

(1) Acts as the principal assistant to the Commander on all administrative matters including correspondence, schedules, fitness reports (FITREPS), enlisted and civilian performance Evaluations (Evals), and civilian hiring.

(2) Delegated approval authority for all awards for Navy and Marine Corps Commendation Medals and below. When required, interfaces with echelon III and below commanders on award submissions.

(3) Tasks Directors and SAs and keeps the Commander and Deputy informed.

(4) Keeps informed on all matters pertaining to the duties and accomplishments of the various staff elements.

(5) Reviews Hotline complaints and directs Hotline investigations.

(6) Coordinates with the Training and Administration of the Reserve (TAR) detailee on staff officer gains and losses. Makes staff officer duty assignments/reassignments as required.

(7) Approves COMNAVRESFOR staff attendance at Naval Reserve Advanced Management Seminars and other special schools, courses, and boards.

(8) Renders decisions and initiates action on COMNAVRESFOR policies. Signs directives and notices that do not require the Commander's signature.

(9) Oversight and coordinates budget submissions for Naval Reserve related to the Program Objective Memorandum (POM) process.

(10) Reviews Congressional correspondence, directs preparing appropriate responses and signs the document.

(11) Supervises the preparation of fitness reports for COMNAVRESFOR staff members and other officers for which the Commander is the reporting senior.

(12) Coordinates all staff ceremonies (e.g., retirement, reenlistment, and awards) .

(13) Manages staff travel budget in excess \$40,000. Approves staff travel plans for budget submission and acts on requests for travel not in the plan.

(14) Reviews and initiates current and long-range plans for the Naval Reserve program. This includes manning facilities, management information, and training.

(15) Keeps the Commander fully informed on matters relating to the mission and progress of the Naval Reserve.

(16) Exercises direction in disciplinary matters for staff personnel and holds article 15, UCMJ authority for all staff personnel.

(17) Awards Committee Chairperson.

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- (1) Required NOBC 9034.
- (2) 06/post-major command.
- (3) Thorough knowledge of the Naval Reserve Force, its mission, functions, operations, and management.
- (4) Well-versed in matters of protocol and able to effectively communicate at all levels.
- (5) Ability to:
  - (a) Manage and supervise subordinate staff.
  - (b) Establish and maintain effective working relationships with civilians and military at all levels.
  - (c) Apply sound, independent judgment in carrying out and executing the various duties involved in ethics administration and environmental compliance.
- (6) Knowledge of financial management.

## 2. N01A SA Command Services

a. Mission. Processes and disseminates information, direction, and provides guidance to claimancy customers. Processes and formats all documents originating on the staff. Manages administrative programs for the claimancy and provides COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR staff with administrative, postal, and graphics support. Administers the CACO and Funeral Honors Program for the Mid-West Zone.

b. Functions

- (1) Advises and assists COMNAVRESFOR in general administration and management of COMNAVRESFOR staff and subordinate activities.
- (2) Provides administrative services and exercises management control of the COMNAVRESFOR organization, procedures, forms, reports, records, administrative reduction issues, correspondence, postal matters, directives, and military personnel services.
- (3) Supervises personnel assigned to the Pay/Personnel Administration Support System (PASS) Liaison Office, Administrative Department, CACO Coordinator, and Graphics Coordinator.
- (4) Reviews and validates submissions to the Military Cash Awards Program (MILCAP).
- (6) Provides graphics support for Flag conferences, change of command, and the Headquarters commands.

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c. Command Relationships

(1) Serves as principal advisor to COMNAVRESFOR on administrative matters.

(2) Provides policy and guidance on administrative matters to COMNAVAIRESFOR and COMNAVSURFRESFOR.

(3) Interacts with Personnel Support Detachment (PERSUPDET) New Orleans on all personnel issues.

(4) Interacts with CNO Awards Section on submission of awards.

(5) Reports to COMNAVRESFOR COS.

d. Key Processes

(1) Controls all congressional correspondence.

(2) Routes and tracks incoming controlled correspondence.

(3) Ensures all correspondence, directives, messages, congressional, evaluations, and awards are prepared.

(4) Receives, processes, and distributes all incoming mail.

e. Tasks

(1) Executes command administrative responsibilities including administrative programs and affairs.

(2) Provides policies and procedures for command administrative matters.

(3) Advises the COS on administration and organization matters.

(4) Administers the military awards and MILCAP.

(5) Assists in the evaluation and inspection of COMNAVAIRESFOR and COMNAVSURFRESFOR.

(6) Provides postal support for COMNAVRESFOR staff. Distributes mail. Conducts a weekly consolidated mail out to the Naval Reserve claimancy.

(7) Coordinates the scheduling of the Management Information Center and Theater.

(8) Reviews all correspondence, messages, evaluations and directives to be signed by the Commander, Deputy, or COS.

(9) Submits and reviews the TAD/supply annual and midyear budget for the COMNAVRESFOR staff.

(10) Ensures all enlisted evaluations are processed in a timely manner.

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(11) Inspects COMNAVSURFRESFOR/COMNAVAIRESFOR Administrative Departments every 3 years.

(12) Supervises the Administrative Office, PASS Office, CACO, Graphics, and the mail room.

(13) Reviews the Officer Distribution Control Report (ODCR) against the Activity Manning Document monthly and submit changes as required.

(14) Reviews and signs time cards and approves annual leave for civilian personnel within the code.

(15) Serves as the Point of Contact (POC) for (liaison with) all subordinate commands, other government agencies, professional organizations, and private enterprises for all administrative matters.

(16) Administers the Command Awards Program.

f. Knowledge

(1) Working knowledge of Fund Administration and Standardized Document Automation System (FASTDATA).

(2) Broad knowledge of the Casualty Assistance Calls and Funeral Honors Programs.

(3) Ability to:

(a) Determine required tasks and functions of the Graphics Division.

(b) Inspect and make constructive changes to the Administrative Department and PASS Liaison Office.

(c) Supervise a PASS Liaison Office, Administrative Department, Mail Room, Graphics Shop, and CACO office,

(d) Establish and maintain effective working relationships with all levels of management.

(e) Interface with COMNAVAIRESFOR/COMNAVRESFOR Administrative Departments.

(4) Working knowledge of messages, correspondence, evaluations, and award directives.

(5) Must be a Master Chief Yeoman.

3. N01A1 Division Chief Petty Officer (Senior Enlisted)

a. Tasks

(1) Serves as the Official Mail Manager within the claimancy.

(2) Coordinates the MILCAP.

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b. Knowledge

- (1) Broad knowledge of:
  - (a) The DoD Postal Manual.
  - (b) The MCM.
- (2) Working knowledge of:
  - (a) The Correspondence Manual.
  - (b) The enlisted performance evaluation system.

4. N01A1A Administration Leading Petty Officer (Military)

a. Tasks

- (1) Ensures correctness of all messages, correspondence, and awards to be signed by the Commander, Deputy, or COS.
- (2) Updates the Command Services web page.
- (3) Maintains the Command Services web page.
- (4) Administers Congressional and correspondence taskings.
- (5) Serves as Budget manager for COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVRESFOR printing management. Certifies and processes printing requirements and receipts. Provides staff members with budget performance data and submits requirements for annual/midyear budget formulation.

b. Knowledge

- (1) Working knowledge of the Correspondence Manual, Awards Manual, and Naval Technical Publication-3.
- (2) Broad knowledge of:
  - (a) Computer programs.
  - (b) Web page.

5. N01A1A1A Printing/Congressionals (Civilian)

a. Tasks

- (1) Routes, assembles for routing, and tracks controlled correspondence; monitors progress of all action correspondence.
- (2) Maintains general correspondence files,
- (3) Assembles and serializes outgoing correspondence.
- (4) Tracks all COMNAVRESFOR and CNO (N095) taskers and congressional.

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(5) Serves as print manager.

b. Knowledge

(1) Working knowledge of:

(a) The Correspondence Manual.

(b) FASTDATA system.

(2) Ability to maintain the tracking system for controlled correspondence, congressional, and taskers.

6. N01A1A1D Administration Yeoman (Two)

a. Tasks

(1) Prepares Navy and Marine Corps Achievement/Commendation Medal certificates.

(2) Reviews incoming awards to be approved by COMNAVRESFOR.

(3) Coordinates flow of award requests to Awards Board members.

(4) Coordinates input and consolidates the plan of the week and submits for approval and signature to the Director of Command Services.

(5) As Supply Coordinator ensures all supplies are ordered and stocked.

(6) Ensures mail is routed daily.

(7) Ensures outgoing mail is delivered to the NAVSUPPACT, West Bank mail room daily.

b. Knowledge

(1) Possesses yeoman rating,

(2) Working knowledge of:

(a) The Correspondence Manual and Awards Manual.

(b) The mail room and function of all codes on staff.

(3) Broad knowledge of the Internal Supply process.

(4) Ability to coordinate procurement, ordering, and replenish Administrative Department supplies.

7. N01A1A1E Clerk (Student Aide)

a. Tasks

(1) Maintains daily liaison with Defense Automated Printing Service Detachment.

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(2) Assists the CACO Contact Representative.

(3) Assists in the mail room.

b. Knowledge. General knowledge of the mail room.

8. N01A1B Pass Liaison Leading Petty Officer (Military)

a. Tasks

(1) Serves as point of contact for all pay and travel issues with PERSUPPDET New Orleans.

(2) Prepares enlisted performance evaluations for staff personnel.

(3) Reviews and monitors the accreditation of annual and terminal leave.

(4) Supervises the preparing of Good Conduct Medals and Armed Forces Reserve Medal certificates.

(5) Verifies the Advancement Eligibility Report for accuracy and ensures all personnel listed have advancement examinations ordered.

(6) Provides personnel support services,

b. Knowledge

(1) Broad knowledge of:

(a) The Advancement Manual.

(b) The Joint Federal Travel Regulations (JFTR).

(2) Working knowledge of the enlisted service record procedures and policies.

9. N01A1B1 Personnelman (Two)

a. Tasks

(1) Performs all engraving functions.

(2) Assigns Leave Control Numbers and inputs data into the Leave Control Program.

(3) Ensures daily runs are made to PERSUPPDET New Orleans.

(4) Grades military professional correspondence courses.

b. Knowledge

(1) Possesses personnelman rating.

(2) Working knowledge of:

(a) Leave system.



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- (b) The engraving machine,
- (c) Enlisted service record procedures and policies.
- (d) Personnel pay and travel system.

10. N01A1C Management Analyst (Civilian)

a. Tasks

(1) Maintains case files on all COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR directives, reports, and forms.

(2) Performs editorial reviews on all COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR directives.

(3) Performs records disposition functions.

(4) Prepares and maintains numerical indices of effective instructions, forms, reports, and publications, and the COMNAVRESFOR distribution list.

(5) Focal point for directives, publications, PA/FOIA Coordinator, forms, reports, records disposal, and administrative reduction for COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR.

(6) Studies directives and publications to eliminate conflict, overlap, and/or duplication, and recommends changes.

(7) Develops and maintains a records management program for simplifying the tasks of written communications for drafting, preparing, reviewing, and handling correspondence prepared by Naval Reserve Headquarters staffs.

(8) Directs Records Management operation to include administrative reduction issues, reports, forms, directives, publications, and records disposition for the Naval Reserve claimancy.

(9) Maintains a master library (CD-ROM) of directives pertinent to the Naval Reserve and distributes throughout the claimancy.

(10) Administers the PA and FOIA programs.

b. Knowledge

(1) Working knowledge of:

(a) The Correspondence Manual and Directives Issuance Manual.

(b) All forms, reports, and record disposal directives.

(2) Broad knowledge of the PA and FOIA.

(3) Ability to create directives and forms case files.

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11. N01A1D Regional Casualty Assistance/Funeral Honors Coordinator

a. Tasks

- (1) Manages the Casualty Assistance Calls and Funeral Honors Program.
- (2) Maintains list of all CACOs by geographical zone.
- (3) Assigns all CACOs within the Midwest Region.
- (4) Prepares and releases all messages dealing with Casualty Assistance Calls Program.
- (5) Briefs newly reporting Command Duty Officers (CDOs).
- (6) Gives daily briefs to duty officers on active CACO cases.
- (7) Provides feedback to assigned CACOs, next of kin, etc. dealing with the Casualty Assistance Calls and Funeral Honors Program.
- (8) Advises and assists next-of-kin of deceased retired or active duty personnel concerning entitlements.
- (9) Monitors active missing-in-action cases.
- (10) Monitors program performance records.
- (11) Administers the Casualty Assistance Calls and Funeral Honors Program for the Midwest Zone.

b. Knowledge

- (1) Working knowledge of:
  - (a) The Casualty Assistant Calls Manual.
  - (b) Message drafting.
- (2) Broad knowledge of:
  - (a) Funeral entitlements.
  - (b) The Decedent Affairs Manual.
- (3) Review and provide guidance to all commands on CACO and Funeral Honors.
- (4) Ability to develop and provide training to all CACOs.

12. N01A1E Graphics (Civilian or Military)

a. Tasks

- (1) Develops original artwork masters for printed material.
- (2) Designs brochures, programs, emblems, organizational charts, briefs, retirement invitation packages, and certificates.

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(3) Orders and maintains all graphic material, supplies, and equipment.

(4) Gives guidance on the Graphic Department policy.

(5) Administers graphics arts services and provides technical support.

b. Knowledge

(1) Thorough knowledge of graphics equipment: Mat cutter, Polaroid 35mm slide maker, vinyl sign cutter, scanner, drafting table, and drawing instruments, Artograph DB400 Opaque projector, and overhead projectors.

(2) Knowledge of graphics software: Corel Draw, Corel Photo Paint, PowerPoint, Pagemaker in Macintosh, and PC formats.

(3) Ability to plan and prioritize work assignments.

(4) Knowledge of the principles of artistic design, COMNAVRESFOR style, format, methods, and procedures used in the printing process in preparing artwork for reproduction.

13. N01A1F Command Career Counselor (Military)

a. Tasks

(1) Advises and reviews enlisted transfers, reenlistments, extensions, and retirements.

(2) Conducts monthly Collateral Career Counselor meetings.

(3) Conducts quarterly Career Information Team Meetings.

(4) Assists the Command Master Chief in the management of the command sponsor program.

(5) Assists the Command Master Chief in the management of the Command Indoctrination Program.

(6) Conducts annual Exceptional Family Member (EFM) briefs.

(7) Ensures all personnel in Family Care programs are aware of program requirements and appropriate actions taken.

(8) Assists the Command Master Chief with the Professional Development Board program.

(9) Uses all media and communication tools available to ensure the consistent, accurate and timely flow of information to all personnel.

(10) Assists personnel in submitting reenlistment, extension, separation, and Fleet Reserve requests.

(11) Assists personnel in submitting Personnel Action Requests, NAVPERS 1306/7.

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(12) Assists personnel in submitting Fleet Reserve, Retirements, Temporary Early Retirement (TERA), Diary and Message Reporting System (DMRS) worksheets.

(13) Assists personnel in preparing and submitting the Enlisted Duty Preferences (NAVPERS 1306/63).

(14) Prepares discharge, reenlistment, and spouse certificates for reenlisting personnel.

(15) Provides transition counseling and completes required documentation for all separating, Fleet Reserve transfers, and retiring personnel.

(16) Assists Fleet Reserve and retirees in retirement ceremony requests; prepares and obtains certificates, letters, and Letters of Accommodation.

b. Knowledge

(1) Working knowledge of:

(a) Enlisted retention issues.

(b) Enlisted transfers, retirements, extensions.

(c) Word processing, spread sheet, presentation graphics, telephonic communications, web, GroupWise, and general computer operations.

(2) Ability to:

(a) Interpret the Enlisted Personnel Management Center (EPMAC) Enlisted Distribution Verification Report (EDVR).

(b) Download Naval Military Personnel Command (NAVMILPERSCOM) Access.

14. N01A2 Force Security Manager (Civilian)

a. Mission. Provides advice, counsel, and assistance to COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, and subordinate commands within COMNAVRESFOR claimancy regarding information and personnel security matters.

b. Functions. Serves as principal claimancy manager for information and personnel security programs. Provides technical expertise and resource management acumen for all information and personnel security operations throughout the claimancy.

c. Command Relationship. Security Manager for COMNAVRESFOR.

d. Key Processes

(1) Liaises with the CNO, Naval Criminal Investigative Service, National Security Agency, Central Intelligence Agency, and other agencies in interpreting, referencing, and adapting program policies, procedures, and requirements.

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(2) Serves as the primary point of contact and representative for the information and personnel security program.

(3) Manages the development and accomplishment of a comprehensive program of information and personnel security education and training.

e. Tasks

(1) Develops security program policies and priorities.

(2) Assesses and directs program compliance, effectiveness, and efficiency of resource usage.

(3) Provides information and personnel policy and guidance to Security Managers at subordinate commands.

(4) Reviews, analyzes, interprets, and adapts directives from higher authority to ensure subordinate commands have adequate information for their locally managed programs.

(5) Provides information and personnel security guidance and training to COMNAVRESFOR Headquarters Staffs and claimancy through a variety of measures including issuing directives on staff security procedures, developing and dissemination of a newsletter, briefing new personnel, and presenting regularly scheduled training for staff and field activities.

(6) Provides technical and program assistance to staff and field components in a wide range of technical areas relevant to program responsibilities.

(7) Conducts command inspections and assist visits to assess compliance with applicable program regulations.

f. Knowledge

(1) Security specialist (civilian) or commissioned officer with a top secret clearance or able to obtain a top secret clearance.

(2) Broad knowledge of, and the ability to use, principles, methods, techniques, and systems of information and personnel security program management within DoD as applicable to the Naval Reserve.

(3) Ability to:

(a) Plan, monitor, coordinate, and evaluate difficult and complex program issues.

(b) Exercise tact, ingenuity, and resourcefulness to establish and maintain effective working relationships with staffs at all levels.

(c) Conduct research and analysis to formulate policy and procedures for security enhancement throughout the Naval Reserve claimancy.

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15. N01C SA Command Master Chief

a. Mission. Senior Enlisted Advisor to COMNAVRESFOR (Commander, Deputy Commander, COS) on all matters pertaining to enlisted personnel assigned to the staff of COMNAVRESFOR.

b. Functions

(1) Serves as Senior Enlisted Advisor to COMNAVRESFOR (Commander, Deputy Commander, COS) keeping command aware of existing or potential situations, procedures and practices that affect the welfare, morale, job satisfaction, training, and usage of enlisted personnel.

(2) Represents the Naval Reserve Force Master Chief in his absence.

c. Command Relationships

(1) SA to COMNAVRESFOR.

(2) Liaises with Naval Reserve Force Master Chief.

(3) Liaises with the Command Master Chiefs of COMNAVSURFRESFOR, COMNAVVAIRESFOR, and COMNAVRESCUITCOM.

(4) Liaises with area commands' Command Master Chiefs, Command Senior Chiefs, and Command Chiefs.

(5) Liaises with Navy and Naval Reserve detailers.

d. Key Processes

(1) Maintains and promotes the chain of command.

(2) Advises the COS on policy pertaining to enlisted personnel.

(3) Assists in preparing and participating in ceremonies.

(4) Advises on protocol issues.

e. Tasks

(1) Ensures compliance with policies and procedures by subordinates. Encourages enlisted members to maintain the highest standards of conduct, personal appearance, and uphold the core values.

(2) Attends DCOS/SA staff meetings and participates in discussions to promote effective communication between officer and enlisted communities.

(3) Represents or accompanies the Commander at official functions, inspections, conferences, and community civic functions.

(4) Participates in the reception and hosting of official visitors.

(5) Maintains a thorough knowledge of the Naval Reserve Force, its mission, functions, operations, and management.

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(6) Chairman or Director of the following activities, boards, councils, and personnel: Professional Development Board (PDB); Disciplinary Review Board; Staff Sailor, Junior Sailor, and Blue Jacket of the Quarter Board; Staff Sailor, Junior Sailor, and Blue Jacket of the Year Board; Enlisted Promotion Recommendation Boards, and Staff Chief Petty Officers Mess.

(7) Is a member of, or functions in close coordination with the following: CMEQ; Command Retention Team; Command Career Counselor; Welfare and Recreation Committee; Quality of Life Board; Staff Awards Board; Ombudsman and Sponsor Program; Staff Quarterly Assignment Board; and Chief Petty Officer Associations and Petty Officer Associations.

(8) Administers the Greater New Orleans Area Sailor of the Quarter/Sailor of the Year Board.

(9) Recommends or assigns collateral duties, membership to boards, councils, and committees per current COMNAVRESFORNOTE 5420.

(10) Recommends action on enlisted personnel requests (e.g., transfer requests, personal actions, special requests).

(11) Ensures military grooming and uniform standards are maintained.

f. Knowledge

(1) Required to hold NEC 9580 and have attended the Senior Enlisted Academy.

(2) Ability to:

(a) Apply sound, independent judgment in the solution of enlisted personnel issues.

(b) Establish and maintain effective working relationships with all levels of command.

(c) Develop, implement, and assess policy and programs affecting enlisted personnel staff.

(d) Communicate complex information both orally and in writing and make oral presentations.

(e) Manage and supervise subordinate staff.

(f) Maintain an effective working relationship with all levels of COMNAVRESFOR, area commands, as well as superior and subordinate commands,

(g) Work independently.

(3) Broad knowledge of:

(a) COMNAVRESFOR's mission, programs, functions, operation, and management.

(b) Proper protocol, uniform, and grooming standards.

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(c) Navy personnel FITREPS/EVALS, promotion recommendation boards, advancement eligibility, and career opportunities and counseling.

(4) Working knowledge of Navy personnel actions, including NJP, ADMIN Separations, CMEQ, EEO complaints, Naval Rights and Responsibilities, FOIA, PA, and ethics.

(5) Skill in determining what technology is available to assist staff enlisted personnel in training, promoting, and developing pride and professionalism.

16. N01D SA CIVPERS/EEO Programs (Civilian)

a. Mission. Manages comprehensive claimancy-wide CIVPERS/EEO programs. Advises COMNAVRESFOR regarding establishment of policies, procedures, precedents, programs, guidelines, and other directives that will enable the claimancy to effectively carry out the DON's mission regarding CIVPERS and EEO programs. Advises COMNAVAIRESFOR, COMNAVSURFRESFOR, and subordinate commands in applying CIVPERS/EEO program policies, procedures, precedents, and guidelines to their respective civilian work forces.

b. Functions. Oversight and coordination of both EEO and CIVPERS programs. Planning and policy-making authority in establishing, coordinating, and managing personnel policies, programs, civilian manpower resources, and activities for the total claimancy. Expert technical advisor on CIVPER and EEO issues to COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR Flags, and other headquarters staff. COMNAVRESFOR Command Deputy EEO Officer and principle classifier.

c. Command Relationships. External working relationships are with DoD Civilian Personnel Management Service, Deputy Assistant Secretary of the Navy (DASN) CIVPERS/EEO Programs, Defense Acquisition Career Management Office, Human Resources Operations Center, various Human Resources Offices, as well as local civil authorities and civic organizations. Internal working relationships are with COMNAVRESFOR headquarters staff, COMNAVSURFRESFOR and COMNAVAIRESFOR staffs, and all subordinate activities with civilian personnel. Advice and guidance is provided to all staff codes and subordinate commands. N01D works closely with N00F and N1 on manpower issues.

d. Key Processes

(1) Responds to requests for information, review of draft Secretary of the Navy (SECNAV) instructions, and other requirements from DASN and other higher level authorities.

(2) Liaises with Human Resources Office concerning headquarters staff personnel actions.

(3) Disseminates information regarding CIVPERS/EEO programs to managers and employees. Endorses training requests for civilian Staff.

(4) Administers or facilitates various benefits programs, including Federal Employees Compensation Act, Federal Employees Health Benefits, Federal Employees Group Life Insurance, Thrift Savings Plan, and Retirement.

(5) Reviews, researches, and responds to Congressional inquiries.



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(6) Administers various delegated authorities, including reduction in force, separation incentives, mandatory retirement, high-grade, and hiring restrictions. Directs the activities of the command's special emphasis programs.

(7) Implements EEO programs within the staff, including development of the Headquarters Affirmative Employment Program/Federal Equal Opportunity Recruitment Program (AEP/FEORP), advises managers and supervisors on EEO matters, and processes staff discrimination complaints.

17. N01D/N01D1/N01D1A/N01D1B/N01D2/N01D2A/N01D2B - Administrative Assistants

a. Tasks

(1) Plans, develops, directs, and coordinates comprehensive Human Resource Management (HRM)/EEO programs for the Naval Reserve Force and Headquarters Staff.

(2) Evaluates the overall effectiveness and propriety of CIVPERS/EEO practices throughout the claimancy.

(3) Renders advice and guidance and recommends appropriate action to Force Commanders, COs, senior civilian, and military managers on the Staff and in the field, concerning matters related to or affecting HRM/EEO program management.

(4) Assesses the impact of statutory, regulatory, and DoD/DON policy actions and, when appropriate, formulates wide plan for implementation.

(5) Investigates, analyzes, and determines the causes of a variety of issues and directs/makes recommendations for resolution of problems to Force Inspector General, Force Commanders, heads of subordinate activities, etc.

(6) Plans, manages, directs, and evaluates COMNAVRESFOR's EEO program, including headquarters and subordinate activities.

(7) Monitors and reviews subordinate commands' EEO programs,

(8) Develops and recommends policy in matters pertaining to Force-wide EEO achievement. Develops command policies affecting the employment of minorities, women, and the disabled throughout the command to ensure a positive management-oriented program.

(9) Directs development of subordinate commands' multi-year AEP and FEORP plans. Develops consolidated plans. Monitors progress and evaluates results.

(10) Participates in COMNAVRESFOR Inspector General inspections and Office of Personnel Management/Equal Employment Opportunity Commission (EEOC)/DON evaluation teams.

(11) Conducts analyses, studies, or surveys to identify problems or barriers to EEO. Develops solutions to barriers and implements plans to overcome under representation of minorities, women and handicapped individuals, including disabled veterans.

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(12) Serves and coordinates interfacing with local Federal Executive Boards, Personnel Counsels in promoting human resources initiatives to enhance the relationships between agencies and the local community.

b. Knowledge

(1) N01D

(a) Thorough knowledge of federal sector, DoD/DON HMR and EEO programs.

(b) Knowledge of mission, functions, operation, and management of the Naval Reserve Force.

(c) The ability to:

1. Develop, implement, and assess HRM/EEO programs specific to the Naval Reserve.

2. Supervise through subordinate supervisors.

3. Communicate complex technical information in writing and orally and to make oral and written presentations in a clear and concise manner when presenting briefs, findings, recommendations, reports, etc.

4. Use technology in strategic planning, implementation, evaluation, and monitoring of HRM/EEO programs.

(d) Tact and diplomacy is required as well as the ability to express ideas clearly and conclusively.

(2) N01D1 CIVPERS Programs Manager (Civilian)

(a) Extensive, comprehensive knowledge of federal, DoD, and DON civilian personnel program law, regulations, policies, practices, and procedures across all disciplines.

(b) Broad knowledge of COMNAVRESFOR operating programs.

(c) Skill in supervising employees performing work in diverse human resources management functions,

(d) Ability to:

1. Analyze and evaluate statistical data, resource usage, and program requirements.

2. Solve complex problems, requiring accommodation of both management preferences, and objectives with employee protections and entitlements.

3. Represent the Command's interests effectively, in writing or orally.

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## (3) N01D1A Personnel Management Specialist (Civilian)

## (a) Knowledge of:

1. Skill in applying a wide range of personnel management regulations and procedures.

2. COMNAVRESFOR mission, objectives, terminology, and management practices.

## (b) Ability to:

1. Identify interrelated problems, draw conclusions, and recommend appropriate courses of action.

2. Establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.

3. Analyze and evaluate statistical data, resource usage, and program requirements.

## (c) Skill in:

1. Written and oral communications.

2. Applying complex fact-finding, analytical, and problem solving methods and techniques,

## (4) N01D1B Personnel Assistant (Civilian)

## (a) Knowledge of:

1. Current regulations and requirements pertaining to employment, staffing, position classification, employee performance, personnel relations, insurance, and annuities.

2. The claimancy, staff, and servicing Human Resources Office operations, programs, and projects.

3. Navy and staff correspondence policies and procedures.

4. Processing procedures and functions for multiple advanced software programs and functions to produce a wide range of documents.

(b) Skill in operating a computer and peripheral equipment.

(c) Skill of an experienced, production-paced typist is required

(d) Ability to communicate with persons at all levels of the command.

## (5) N01D2 Command Deputy EEO Officer (Civilian)

(a) Extensive knowledge of laws, regulations, policies, and court decisions governing EEO in the Federal government and the skills to apply them to a specific situation.

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(b) Knowledge of:

1. CIVPERS program areas including staffing, employee relations, classification, position management, as well as managerial and technical EEO knowledge.

2. Skills in employing methods of data collection and techniques to analyze, reduce and display data to express the EEO aspects of a particular problem,

(c) Ability to:

1. Set program priorities and make recommendations for changing program direction, on individual and class action cases with broad impact, and for actions to correct underlying EEO problems.

2. Manage programs, analyze and evaluate data and information, develop affirmative employment plans, and consult with all levels of management.

3. Communicate at all levels of the organization, to establish effective working relationships with mid and top-level management within an organization, to interface positively with subordinate commands and higher authorities, as well as other federal agencies.

4. Communicate effectively in writing.

5. Apply a variety of teaching methods in briefings, lectures, and small group discussions.

(d) Demonstrate supervisory and managerial skills, including budget execution, staff management, etc.

(6) N01D2A EEO Specialist (Civilian)

(a) Ability to manage programs, analyze and evaluate data and information, develop affirmative employment plans, and consult with all levels of management.

(b) Knowledge of:

1. Federal Equal Employment principles, concepts, laws, regulations, policies, and relevant precedent decisions to recognize, analyze, and solve difficult EEO problems.

2. What kinds of management actions, employment practices, and conditions constitute barriers to EEO.

(c) Broad general knowledge of Federal personnel administration policies and practices including appeals and grievances, labor relations, recruitment, and selection.

(d) Skill in negotiating with managers and employees at all levels of the organization.

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## (7) N01D2B Equal Opportunity (EO) Assistant (Civilian)

## (a) Knowledge of:

1. EEO regulations and procedures governing the development, content, and format of affirmative action plans.
2. Statistical computation methods.
3. Navy correspondence and filing system.

## (b) Ability to:

1. Determine under representation of EEO groups and to communicate information in graph and narrative form,
2. Communicate with persons at all levels of the command.

## (c) A qualified typist is required.

## 18. N01F SA Protocol Officer

a. Mission. Provides advice, consultation, and assistance on all protocol matters to COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, DCOSs, SAs, and any additional commands within COMNAVRESFOR's claimancy as directed by COMNAVRESFOR.

b. Functions. Serves as the principal advisor to COMNAVRESFOR on all protocol matters. Responsible for overall management of Distinguished Visitors' (DVs) itineraries and organization of logistical support associated with visits.

c. Command Relationships. SA to COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR. Reports to COMNAVRESFOR through the COS and Deputy Commander.

d. Key Processes

(1) Plans and implements itineraries for all DVs, including flag or general officers and flag-level civilians visiting COMNAVRESFOR or designee within the New Orleans area.

(2) Coordinates all aspects of official local social functions such as lunches, dinners, receptions, change of command ceremonies, and other special occasions, in addition to visiting DVs.

(3) Maintains a "master" monthly calendar for COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(4) Prepares budget plan, administers funds and maintains ongoing Official Representational Funds (ORF) balance.

(5) Coordinates agendas, social events, logistics, and administrative support for Naval Reserve Flag Officers' Conference, including same for the spouse program.

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(6) Assists the Force Change Management Officer with itinerary planning for the Force Executive Steering Committee (ESC) meetings.

(7) Overall coordinator and itinerary planner for Mardi Gras events involving COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR.

(8) Maintains history files of DV visits and changes of command.

(9) Special projects as deemed necessary by COMNAVRESFOR or designee.

e. Tasks

(1) Advises COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR on all protocol matters.

(2) Plans, develops, implements, and disseminates protocol policies and practices within the Naval Reserve claimancy while ensuring they are following prescribed DON protocol guidelines and objectives.

(3) Provides protocol guidance to queries throughout subordinate commands within COMNAVRESFOR claimancy via electronic media and other means of communication.

(4) Plans, coordinates, and implements itineraries for all distinguished visitors visiting COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, and Naval Reserve Information Systems Office (NAVRESINFOSYSOFF).

(a) Coordinates with local Bachelor Officer Quarters (BOQ) or hotel for reservations; make travel arrangements, including NAVSUPPACT New Orleans gate security, reserving parking spaces for rental cars, and/or using the admiral's barge, for DV, the DVs spouse, and/or staff; make reservations for local social events, i.e., restaurants and/or entertainment events.

(b) Assigns escort officer(s) to DV and spouse, if accompanying.

(c) Coordinates briefing schedule with senior briefing officer. Ensures briefing room is reserved, required electronic equipment is operational; handouts and name plates are in place, appropriate personal flag is being flown.

(d) Ensures local Admirals, Deputy, COS, DCOSs'/SAs', NAVSUPPACT/Naval Air Station (NAS) COs, duty office, as well as DV's personal office, are kept informed of DV's itinerary and any changes. Forwards copy of DVs biography to local commands. Before DVs visit, forward a copy to COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR admirals' biography's and any local civilian who is meeting with the DV to the DVs office.

(e) Coordinates with Flag Mess to provide coffee, refreshments, breakfast, and lunch as required.

(f) Holds duty driver(s) meeting(s) and ensures a dry run is made. Obtains bridge passes when required.

(g) Purchases gift/plaque for DV. If spouse accompanies DV, purchases gift for spouse.

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(h) Coordinates photographer's schedule with Public Affairs Officer (PAO) to cover the event.

(i) Makes seating charts and table placards as required.

(j) Greets/farewell all DVs at airport and headquarters' building, along with senior admiral present/deputy/COS/staff/ escort officer. Provides "Welcome Aboard Folder" (including welcome letter signed by COMNAVRESFOR) for DV and accompanying staff.

(k) Drafts all thank you letters, Letter of Appreciation (LOA)/ Letter of Commendation (LOC) for staff support during DV visits.

(1) Coordinates social functions hosted by COMNAVRESFOR/ COMNAVRESFOR/COMNAVSURFRESFOR.

(5) Coordinates all aspects of an official social functions such as lunches, dinners, receptions, changes of command, and any other special occasions.

(a) Maintains a current, accurate command invitation list for use in sending invitations to all persons who should be invited to flag-hosted social events.

(b) Drafts invitations and/or programs as requested. Coordinates printing of same with Defense Automated Printing Service Detachment:

(c) Maintains a "master" monthly social calendar for all three admirals assigned to COMNAVRESFOR to assist in determining the participation of each flag officer in local events. Reviews incoming invitations received by each admiral and coordinate with their aides and secretaries.

(6) Manages the ORF.

(a) Prepares draft budget plan at beginning of each fiscal year for COMNAVRESFOR's approval.

(b) Administers funds and maintains an ongoing balance, keeping COMNAVRESFOR informed.

(c) Orders gifts for presentations as required.

(7) Responsible for Naval Reserve Flag Officers' conferences.

(a) Coordinates agendas, social events, and logistics for Flag Officers and their spouses, including providing daily itineraries for all events. Liaise, as required, with local businesses, tour companies, and hotels to make necessary arrangements.

(b) Contracts and coordinates with local hotels to ensure meeting rooms and room reservations are provided.

(c) Selects administrative support staff, ensuring orders are provided.

(d) Coordinates all graphics needs, supplies, and equipment requests as required.

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- (e) Purchases gifts and plaques for retiring admirals.
- (f) Assists with selection of menus for breakfasts, breaks, lunches, and dinners for Flag Officers, spouse program, and social functions.
- (g) Drafts all thank you letters, LOA/LOCs, as required.
- (8) Assists in coordinating Force ESC meetings.
- (9) Overall coordinator and itinerary planner for all Mardi Gras events involving COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR, working closely with aides and secretaries.
- (10) Maintains history files of DV visits, changes of command, and Mardi Gras events.
- (11) Liaises with NAVSUPACT Operations Officer to coordinate official office calls and invitations to luncheons and/or receptions with visiting ship's CO.

f. Knowledge

- (1) Expert on all Navy protocol regulations and practices.
- (2) Broad knowledge of COMNAVRESFOR programs.
- (3) Ability to:
  - (a) Manage and supervise part-time staff.
  - (b) Establish and maintain tact and diplomacy in working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.
  - (c) Apply sound, mature, independent judgment in implementing and executing the various and demanding duties involved with protocol.
  - (d) Be available evenings, weekends, and holidays when required (many DVs visit during these times).
  - (e) Serve as an escort officer when required.

19. N01G SA Force Chaplain

a. Mission. Provides advice, assistance, and consultation to COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR on matters relating to religion, religious ministry, and moral/ethical concerns, command morale, and quality of life issues. In performing the responsibilities as an area, coordinator, coordinates the provision of religious ministry in the 'Mid-CONUS Louisiana Region. Provides advice to Chief of Chaplains on matters concerning religious ministry within the claimancy. Provide advice, resources and information, and training to claimancy chaplains/religious programs.

b. Functions

- (1) Serves as principal advisor to COMNAVRESFOR on religious, moral, spiritual, and ethical matters.



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(2) Serves as an advisor to the Chief of Chaplains on religious ministry matters within Naval Reserve claimancy.

(3) Serves as advisor to Naval Reserve chaplains on Chief of Chaplain policies, goals, and initiatives.

(4) Responsible for matching Naval Reserve chaplain/RP assets with emerging needs/requirements.

(5) Coordinates Reserve chaplain support for Military Funerals. Implements staff training on Quality of Life issues.

(6) Plans and programs readiness training for chaplains and religious programs

c. Command Relationships. SA to COMNAVRESFOR, and COMNAVSURFRESFOR. Supervisor for COMNAVVAIRESFOR Chaplain who is assigned Additional Duty (ADDU) to COMNAVRESFOR as Deputy Force Chaplain. Liaison with the Office of the Chief of Chaplains,

d. Key Processes

(1) Administers religious programs readiness training to Force Chaplains/religious programs.

(2) Coordinates with OPNAV (N097C) on mobilization of religious ministry personnel.

(3) Issues Chief of Chaplain goals, policy, and guidance on chaplains/religious programs.

(4) Reviews, processes, and responds to RP personnel needs and requirements in the claimancy.

20. N01G1 Chaplain (Officer)

a. Tasks

(1) Facilitates ministry of chaplains throughout the claimancy.

(2) Advises Chief of Chaplains on religious matters.

(3) Implements and evaluates training policies and goals established by the Program Sponsor (OPNAV N097) for chaplains and religious programs.

(4) Coordinates with OPNAV (N097C) to implement the United States Mobilization Plan for Chaplains and religious programs.

(5) Manages and monitors the following programs for chaplains and religious programs in the Naval Reserve:

(a) AT

(b) ADT

(c) RP "A" and "F" Schools

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(d) Reserve Training Courses: U.S. Marine Corps Indoctrination, U.S. Coast Guard Indoctrination, Reserve Naval Mobile Construction Battalion Indoctrination, Unauthorized Absence/Deserter and Hospital Indoctrination.

(6) Coordinates with COMNAVSURFRESFOR the 05/06 billets to be filled by the National Screening and Detailing Board.

(7) Represents COMNAVRESFOR at major claimant staff Chaplain meetings.

(8) Monitors support required for Naval Reserve Chaplains and religious and religious programs with mobilization billets in the Marine Corps, CG, and the Naval Reserve Construction Force to ensure adequate administration and funding support for operational readiness.

(9) Monitors the acquisition, operation, and maintenance of religious ministry facilities.

(10) Provides orientation and training for active duty chaplains in the claimancy.

(11) Assists COMNAVSURFRESFOR and COMNAVAIRESFOR in evaluating effectiveness of Command Religious Programs (CRPs) as part of the Naval Command Inspection Program.

(12) Assists Command Chaplains in planning, programming, and budgeting.

(13) Monitors billet requirements for chaplains and religious programs in claimancy.

(14) Coordinates professional activities, ceremonies, and training among area chaplains and religious programs.

(15) Coordinates chaplain participation in casualty assistance and emergency response plans.

(16) Provides pastoral care for COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR Headquarters Staff personnel.

b. Knowledge

(1) Must possess a Chaplain Corps designator (4100).

(2) Broad working knowledge of:

(a) Command responsibility in providing for the free exercise of religion.

(b) COMNAVRESFOR personnel policy, structure, and programs.

(c) COMNAVSURFRESFOR and COMNAVAIRESFOR echelon IV CRPs.

(3) Ability to:

(a) Plan, direct, and execute readiness training for all SELRES Chaplains and religious programs,

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(b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVVAIRESFOR, as well as superior and subordinate commands.

(c) Apply sound, independent judgment in executing and implementing the various duties involved with religious issues/responsibilities,

(d) Supervise a subordinate staff.

(4) Working knowledge of Ecclesiastical Endorsement process and requirements.

21. N01GA Assistant Chaplain (Officer)

a. Knowledge

(1) Member of the Navy Chaplain Corps.

(2) Broad working knowledge of:

(a) Command responsibility in providing for the free exercise of religion.

(b) COMNAVRESFOR personnel policy, structure, procedures, and programs.

(c) COMNAVSURFRESFOR and COMNAVVAIRESFOR echelon IV CRPs.

(3) Ability to:

(a) Plan, direct, and execute readiness training for all SELRES Chaplains and religious programs.

(b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVVAIRESFOR, as well as superior and subordinate commands.

(c) Apply sound, independent judgment in executing and implementing the various duties involved with religious issues/responsibilities.

(d) Supervise a subordinate staff.

22. N01GB RP Specialist (Senior Enlisted)

a. Knowledge

(1) Possess RP Specialist NEC 2401.

(2) Broad working knowledge of Navy policy that pertains to personnel and to Religious Ministry.

(3) Working knowledge of COMNAVRESFOR policy, procedures, and programs.

(4) Must have advanced office management knowledge and skills.

(5) Advanced Automated Information System (AIS) knowledge and skills.

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(6) Ability to:

- (a) Conduct rate training for area RPs.
- (b) Perform independently in the absence of the chaplains.
- (c) Supervise subordinate staff.

23. N01GC/N01GD RP Specialist

a. Knowledge

(1) Working knowledge of:

(a) Navy policy that pertains to personnel and to religious ministry.

(b) COMNAVRESFOR policy and programs.

(2) Must have office management knowledge and skills.

(3) AIS knowledge and skills.

24. N01M SA Force Medical

a. Mission

(1) Establishes policy and issues guidance related to Medical Department and Naval Reserve health of the force issues.

(2) Provides advice, consultation, and assistance to COMNAVRESFOR, COMNAVRESFOR, COMNAVRESFOR claimancy in all Medical Department matters as directed by COMNAVRESFOR.

(3) Disability program manager for COMNAVRESFOR .

b. Functions

(1) Serves as principal advisors to COMNAVRESFOR on all medical issues, policies, and programs.

(2) Serves as Incapacitation and Disability Manager for the Naval Reserve.

(3) Serves as new accession physical examination final review authority.

(4) Coordinates quarterly Naval Reserve Health Services Flag Council meetings.

(5) Compiles and forwards quotas to BUMED (MED-07) for the SELRES personnel attending the annual Association of Military Surgeons of the United States (AMSUS) Conference. Prepare correspondence to notify the field of quota requirement and provide guidance regarding any issues that arise. Compile data for the SELRES Report for AMSUS Attendees and forward to CNO (N095).

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c. Command relationships

(1) SA to COMNAVRESFOR and liaison for Naval Reserve Medical Department and Health of the Force issues with DoD, Health Affairs, DON, Assistant Secretary of the Navy (ASN), Reserve Affairs; CNO (N095, N0931); Physical Evaluation Board (PEB); COMNAVPERSCOM; BUMED; Office of the Judge Advocate General (OJAG Code 13); DFAS; Naval Reserve Personnel Center (NAVRESPERSCEN) ; other DoD/Veterans Administration (VA) medical facilities and civilian medical agencies.

(2) Internal liaison for Medical Department issues with COMNAVRESFOR (N002, N00D, N00M, N00B, N01, N1, N5, N7); Commander, Naval Reserve Recruiting Command (COMNAVRESCUITCOM); COMNAVSURFRESFOR (N7), and COMNAVAIRESFOR (N3M).

d. Key precesses

(1) Receives, reviews, and determines eligibility for medical benefits, incapacitation pay benefits, and physical evaluation board processing.

(2) Reviews cases submitted for physical qualification for retention in the Naval Reserve.

(3) Reviews accession physical examinations for compliance with induction/retention physical standards.

(4) Develops COMNAVRESFOR medical/dental policy from DoD, DON, OPNAV, and BUMED directives.

25. N01M Medical Officer (Officer)

a. Tasks

(1) Provides policy and initial guidance regarding Health of the Force issues to COMNAVRESFOR claimancy.

(2) Advises COMNAVRESFOR on official directives and other communication appropriate to matters pertaining to the health of the Force.

(3) Maintains liaison with Assistant Secretary of Defense (ASD), ASN, O JAG, COMNAVPERSCOM, BUMED, DFAS, NAVRESPERSCEN, program sponsors, other commands, civilian medical agencies, and other departments within COMNAVRESFOR headquarters.

(4) Reviews COMNAVRESFOR directives, instructions, and correspondence pertaining to the health of the Reserve Force in medical and dental issues.

(5) Provides the Force Medical Department executive leadership and management.

(6) Reviews requests for disability benefits to determine eligibility, issue Notice of Eligibility (NOE), grant extensions, evaluate monthly medical documentation, and request medical boards as appropriate.

(7) Reviews accession physical examinations for compliance with induction/retention physical standards.

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(8) Reviews draft response of congressional inquiries related to Health of the Force issues.

(9) Member of Configuration Executive Board.

b. Knowledge

(1) Possesses Medical Corps designator (2105/2100).

(2) Broad knowledge and understanding of BUMED command structure, programs, and directives; Naval Reserve Force command structure programs and directives; Manual of the Medical Department, and Military Entrance Processing Station (MEPS) accession physical standards, and the Disability Evaluation System.

(3) Thorough working knowledge of disability standards, compensation, and PEB processes for the Armed Forces.

(4) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain working relationship with external and internal levels of management civilian and military.

(c) Plan, direct, and coordinate complex program pertaining to the Health of the Force.

(5) Basic knowledge and skills pertaining to manpower, training, and POM/Program Review Budget Processor budget process.

(6) Schools required include the following courses: (1) TAR Accession; (2) Perspective Commanding Officer (PCO); (3) Reserve Liaison Officer (RLO); (4) Action Officer; and (5) Disability Evaluation.

26. N01M1 Assistant Medical Officer (Officer)

a. Tasks

(1) Provides policy and initial guidance regarding Health of the Force issues to COMNAVRESFOR claimancy.

(2) Advises COMNAVRESFOR on official directives and other communication appropriate to matters pertaining to the health of the Force.

(3) Maintains liaison with ASD, ASN, OJAG, BUMED, program sponsors, other commands, civilian medical agencies, and other departments within COMNAVRESFOR headquarters.

(4) Reviews COMNAVRESFOR directives, policies, and correspondence pertaining to the health of the Reserve Force in medical and dental issues.

(5) Provides the Force Medical Department executive leadership and management, Coordinates the NOE and Incapacitation Pay process and retention process for the Naval Reserve.

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(6) Reviews Reservist's requests for disability benefits to determine eligibility, issue NOE, grant extensions, process appeals, evaluate monthly medical documentation, and request medical boards as appropriate.

(7) Review packages submitted for medical issues related to retention in the Naval Reserve.

(8) Professional/technical review of incentive bonus packages on Medical Department personnel.

(9) Reviews, processes, and responds to congressional inquiries related to Health of the Force issues.

(10) Manages the Professional School Liaison Officer (PSLO) program.

(11) Coordinates the Naval Reserve Health Services Flag Council.

(12) Serves as functional manager for Reserve Standard Training Administration And Readiness Support (RSTARS) (MM). Supports data collection and documents medical and dental readiness requirements.

(13) Supports PCO course on a quarterly basis.

27. N01M1 Officer

a. Knowledge

(1) In-depth knowledge of COMNAVRESFOR policies, procedures and programs, BUMED command structure, programs and directives, Manual of the Medical Department, and MEPS accession standards.

(2) Thorough knowledge of SECNAVINST 1770.3B, Incapacitation and Incapacitation Pay Management for the Naval Reserve.

(3) Thorough knowledge of Disability Evaluation System, disability standards, compensation and PEB processes, for the Armed Forces.

(4) Ability to:

(a) Establish and maintain effective working relationships with all levels of management including the ability to manage and organize subordinate staff.

(b) Communicate complex information orally and in writing and make oral presentations in a clear, concise manner.

(c) Plan, direct, and coordinate complex programs pertaining to health of the Naval Reserve Force.

(5) Skilled in using computer applications.

(6) Schools required include PCO course, Action Officer Course, Disability Evaluation System Course.

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28. N01M2 Hospitalman Senior Enlisted

a. Tasks

(1) Maintains liaison with BUMED, program sponsors, other commands, civilian medical agencies, and other departments within COMNAVRESFOR headquarters.

(2) Reviews COMNAVRESFOR directives, policies, and correspondence pertaining to the health of the Reserve Force in medical and dental issues.

(3) Reviews Reservist's requests for disability benefits to determine eligibility and issue NOE.

(4) Reviews and recommends rate conversions and Advance Pay Grade assignment to Hospital Corpsman (HM)/Dental Technician (DT) SELRES community and to the enlisted manning control authority on issues relating to the TAR HM community and Office Incentive Programs.

(5) Reviews drafts for congressional inquiries related to medical issues.

(6) Completes professional and technical reviews of Incentive Bonus packages on Medical Department personnel.

(7) Reviews and make recommendations on rate conversion and Advanced Pay Grade assignments to the HM/DT SELRES community and Officer Incentive Programs.

(8) Reviews and make recommendations to the enlisted manning control authority on issues related to the TAR HM community.

(9) Represents Force Medical Department at meetings, conferences and briefings pertaining to Naval Reserve HM/DT issues.

(10) Provides liaison to the TAR HM detailee, Fleet Marine Force Reserves, BUMED (MED 07), and Naval Reserve Health Services Flag Council Senior Enlisted Representative on matters pertaining to HM/DT Reserve community.

(11) Serves as member of the Inspector General team as required.

(12) Drafts, reviews, and makes recommendations on COMNAVRESFOR publications and directives concerning or affecting the Medical Department Representative (MDR), TAR HMs, and SELRES within the Naval Reserve claimancy.

(13) Researches and develops billet requirements pertaining to assignment of SELRES HMs and DTs and TAR HM within the Naval Reserve claimancy.

29. N01M2 Administrative Assistant (Enlisted)

a. Knowledge

(1) Working knowledge of all current COMNAVRESFOR, BUMED, and COMNAVRESFOR directives relating to Reserve medical matters,



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(2) Thorough knowledge of the standards for physical examination per the Manual of the Medical Department.

(3) Comprehensive understanding of the administrative procedures for the Naval Reserve program.

(4) Ability to:

(a) Manage and organize subordinate staff.

(b) Establish and maintain a working relationship with external and internal levels of civilian and military management.

(c) Communicate information both orally and written. Organize oral presentations and written correspondence in a clear and concise manner.

(5) Knowledge of:

(a) The physical disability procedures relating to the Armed Forces.

(b.) The Correspondence Manual.

(6) Skill in using computer applications.

(7) Required courses include PCO, RLO, Action Officer, and Disability Evaluation.

30. N01M3 Administrative Assistant (Enlisted)

a. Tasks

(1) Maintains liaison with ASN, OJAG, NAVMILPERSCOM, BUMED, DFAS, NAVRESPERSCEN, program sponsors, other commands, civilian medical agencies, and other departments within COMNAVRESFOR headquarters.

(2) Reviews COMNAVRESFOR directives and correspondence concerning Reserve medical and dental issues.

(3) Manages the NOE process.

(a) Involves review of NOE requests and medical documentation required for determining disability benefits,

(b) Includes completing the NOE information sheet, research of individual cases, and forwards recommendation for approval or denial of disability benefits.

(c) Oversees the review of NOE extension requests for completing and forwarding correspondence to ASN. Tracks extension requests until approval for extending the incapacitation pay benefits are received.

(d) Ensures verification and timeliness of medical boards processing and final disposition of NOE cases by the PEB.

(e) Research of individual cases and completes the drafting of correspondence for all suspended or terminated NOE cases.

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(f) Oversees the review of new documentation submitted with appeals. Forwards cases for adjudication if the documentation supports the injury, illness or disease is considered Naval Reserve service related. For cases that are not Naval Reserve service related, drafts correspondence and forwards to OJAG for final determination. Tracks NOE appeal letters until final determination is received from OJAG.

(4) Manages Incapacitation Pay process. Includes review of all incapacitation pay requests to verify continued eligibility for incapacitation pay (i.e., medical boards, extension of incapacitation pay benefits, employment and civilian income information, and PEB/Medical Board status).

(5) Provides guidance to the MDR regarding the proper management of the command's NOE and Retention programs, extensions, appeals, medical boards, and PEB processes.

(6) Provides guidance when there is a breakdown in communication pertaining to member being discharged with disability and severance pay or placed on the Temporary Duty Retired List (TDRL). Educates the field on severance and TDRL processes.

(7) Manages the Retention process.

(a) Oversees the review of cases submitted for physical qualification for retention to determine if injury, illness or disease is Naval Reserve service related. Drafts correspondence to member, member's Command, OJAG or PEB as required.

(b) Tracks retention cases until final determination has been made by the PEB.

(8) Represents Force Medical Department at meetings, conferences and briefings pertaining to NOE and retention issues. Includes training and instruction regarding NOE and retention issues at the REDCOM MDR Conference, PEB Conference and the Reserve Management Administration (RMA) course.

(9) As COMNAVRESFOR TRICARE Representative addresses personal issues for individuals within command. Provides training, guidance and information to command personnel at Command Indoctrination.

(10) Reviews and drafts responses to congressional inquiries related to medical issues.

(11) Manages the purging of files and updating of computer tracking system for NOES, Incapacitation Pay, and retention case files.

(12) Compiles quotas for the SELRES personnel attending the annual AMSUS Conference, Coordinates the administrative portion of notifying the field of quotas and address any issues pertaining to such. Oversees the completion of the SELRES Report for AMSUS Attendees to CNO (N095).

b. Knowledge

(1) Working knowledge of all current directives from COMNAVRESFOR, COMNAVJILPERSCOM, and BUMED relating to Reserve medical matters.

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(2) Thorough knowledge of the standards for physical examination per the Manual of the Medical Department,

(3) Comprehensive understanding of the administrative procedures for the Naval Reserve Program.

(4) Ability to:

(a) Manage and organize subordinate staffs.

(b) Establish and maintain a working relationship with external and internal levels of civilian and military management.

(c) Communicate information both orally and written. Organize oral presentations and written correspondence in a clear and concise manner.

(5) Knowledge of:

(a) The physical disability procedures for the Armed Forces.

(b) The Correspondence Manual.

(6) Skill in using computer applications.

31. N01M4 Administrative Assistant (Enlisted)

a. Tasks

(1) Maintains liaison with ASN, OJAG, BUMED, DFAS, NAVRESPERS-CEN, program sponsors, other commands, civilian medical agencies, and other departments within COMNAVRESFOR headquarters.

(2) Initiates the review of medical documents required for determining disability benefits. Prepares NOE information sheets, research of individual cases, and forwards the recommendation for either approval or denial.

(3) Reviews new documents submitted with appeals and forwards for adjudication if the documentation supports the injury, illness, or disease and is considered Naval Reserve service related. For cases that are not Naval Reserve service related, drafts correspondence and forwards to OJAG for final determination. Tracks NOE appeals until final determination is received from OJAG.

(4) Reviews extension requests for completeness and forwards to ASN. Tracks extension requests until approval for extension of incapacitation pay benefits are received.

(5) Provides guidance to the MDR regarding the proper management of the command's NOE and retention programs, extensions, appeals, medical boards, and PEB process.

(6) Reviews cases submitted for physical qualification for retention to determine if injury, illness, or disease is Naval Reserve service related. Drafts correspondence to member, member's command, OJAG, or PEB as required. Tracks cases until final determination has been made by the PEB.

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(7) Assists COMNAVRESFOR TRICARE Representative and addresses personal issues for individuals within command. Provides training, guidance and information to command personnel at command indoctrination.

b. Knowledge

(1) Must have a working knowledge of all current directives from COMNAVRESFOR, BUPERS, and BUMED relating to Reserve Medical matters.

(2) Thorough knowledge of the standards for physical examinations per the Manual of the Medical Department.

(3) Broad understanding of the administrative procedures for the Naval Reserve program.

(4) Knowledge of physical disability procedures for the Armed Forces.

(5) Knowledge of the Correspondence Manual.

(6) Ability to communicate information both orally and written. Organize oral presentations and written correspondence in a clear and concise manner.

(7) Reviews requests for disability benefits, extension requests, and retention issues.

(8) Skill in using computer applications.

32. N01M5 Administrative Assistant (Enlisted)

a. Tasks

(1) Provides yeoman expertise to accomplish administrative requirements of department. Includes mailing, serialization, filing, and proofreading all correspondence,

(2) Drafts correspondence and messages for review and release by N01M/N01M1.

(3) Prepares TAD orders for signature and takes them to Schedule Airline Traffic Office (SATO) for processing.

(4) Terminal Area Security Officer (TASO) Representative for N01M. Web Master for N01M.

(5) Prepares flag correspondence for signature by the Force Medical/Dental officer.

(6) Prepares congressional inquiries for review by N01M and submits to the signature authority.

(7) Schedule room reservations, prepares agendas for Admirals during quarterly visits.

b. Knowledge

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(1) Possesses the yeoman rating.

(2) Knowledge and understanding of the Correspondence Manual, Reserve Integrated Travel System (RITS) Manual, pertinent command directives, and SECNAVINST 1770.3B, Incapacitation and Incapacitation pay, and DFAS instructions related to Incapacitation.

(3) Basic knowledge of ADP such as Message Dissemination Subsystem (MDS), Windows 97/NT, RSTARS, and Microsoft Office.

(4) Understands administrative procedures for the Naval Reserve Program.

33. N01M6 Administrative Assistant (Enlisted)

a. Tasks

(1) Provides yeoman expertise to accomplish administrative requirements of department. Includes mailing, serialization, filing, and proofreading all correspondence.

(2) Drafts correspondence and messages for review and release by N01M/N01M1.

(3) Prepares TAD orders for signature and takes them to SATO for processing.

(4) Prepares flag correspondence for signature of Force medical/dental officers.

(5) Prepares congressional inquiries for review by N01M and submission to signature authority.

(6) Schedules room reservations and prepares agendas for Admirals during quarterly visits.

(7) Tracks PSLO to include officers at colleges and universities,

(8) Prepares, verify, and proofread directives.

(9) Types agenda, minutes, and addresses administrative issues related to the Health Services Flag Council.

(10) Processes incapacitation pay requests for submission to DFAS Cleveland. Provides guidance to field regarding incapacitation pay issues.

b. Knowledge

(1) Working knowledge of the yeoman rating.

(2) Knowledge and understanding of the Navy Correspondence Manual, RITS Manual, pertinent command directives, and SECNAVINST 1770.3B on Incapacitation and Incapacitation pay, and DFAS instructions related to Incapacitation pay.

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(3) Basic Knowledge of ADP system such as MDS, Windows 97/NT, RSTARS, and Microsoft Office.

34. N01M7 Administrative Assistant (Enlisted)

a. Tasks

(1) Reviews incapacitation pay requests for completion and determines member's continued eligibility for NOE or incapacitation pay. Processes all incapacitation pay requests and forwards authorization for pay to DFAS.

(2) Provides guidance to field regarding incapacitation pay issues.

(3) Supply Petty Officer for N01M,

(4) Assistant WEB Master for N01M.

(5) Provides yeoman expertise to accomplish administrative requirements within the department. This includes mailing, serialization, filing, and proofreading all correspondence.

b. Knowledge

(1) Working knowledge of the yeoman rating.

(2) Knowledge and understanding of the Navy Correspondence Manual, RITS Manual, pertinent command directives, SECNAVINST 1770.3B, Incapacitation and Incapacitation pay, and DFAS instructions related to Incapacitation.

(3) Basic knowledge of ADP system such as MDS, Windows 97/NT, RSTARS, and Microsoft Office.

(4) Understands administrative procedures for the Naval Reserve Program.

35. N01P SA Force PAO

a. Mission. Provides advice, consultation, and assistance in all public affairs matters to COMNAVRESFOR, COMNAVRESFOR, COMNAVSURFRESFOR, DCOSs, SA, and any additional commands within the COMNAVRESFOR claimancy per COMNAVRESFOR.

b. Functions. Serves as principal advisor to COMNAVRESFOR on all public affairs issues.

c. Command Relationships. SA to COMNAVRESFOR, COMNAVRESFOR, and COMNAVSURFRESFOR. Liaison with the Navy Office of Information (CHINFO) and the Director of Naval Reserve Public Affairs Officer (N952).

d. Key Processes

(1) Publishes Force newspaper Naval Reservist News monthly.

(2) Administers content of Naval Reserve Force Web site.

(3) Administers SELRES Public Affairs Program 35.

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- (1) Reviews and advises COMNAVRESFOR on internal, media, and community relations.
- (2) Plans, develops, implements, and disseminates internal and external communications; other public affairs policies and practices within the Naval Reserve claimancy while ensuring they are following prescribed DON public affairs objectives.
- (3) Coordinates inputs and publishes the Force newspaper Naval Reservist News monthly, the Campaign Drug Free quarterly newsletter Lighthouse, and other publications as required.
- (4) provides public affairs training to prospective echelon IV and V COs and command master chiefs.
- (5) Serves as program 35 manager for the SELRES public affairs community.
- (6) Issues public affairs guidance to subordinate commands within COMNAVRESFOR claimancy via electronic media and other means of communication.
- (7) Inspects COMNAVAIRESFOR and COMNAVSURFRESFOR field activities command public affairs programs.
- (8) Answers media queries regarding Naval Reserve issues.
- (9) Reports to the Commander through the Deputy Commander and COS.

f. Knowledge

- (1) N01P
  - (a) Must be a member of the Navy Public Affairs community, designator 1650 (active) or 1655 (SELRES).
  - (b) Expert on all Navy public affairs regulations and practices, including media, internal, and community relations.
  - (c) Broad knowledge of COMNAVRESFOR programs, electronic media, the Internet, and World Wide Web, desktop publishing, and editing.
  - (d) Working knowledge of the FOIA and PA.
  - (e) Ability to:
    1. Manage and supervise subordinate staff.
    2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.
    3. Apply sound, independent judgment in implementing and executing the various duties involved with public affairs.

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(2) N01P11/N01P2 Staff Journalist (Enlisted)

(a) Broad knowledge of all Navy public affairs regulations and practices, media relations, internal relations, community relations, electronic media, the Internet, and World Wide Web, desktop publishing, and editing.

(b) Working knowledge of COMNAVRESFOR programs and the FOIA and PA.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing the various duties involved with public affairs.

(3) N01P3 Speech Writer (Civilian)

(a) Broad knowledge of internal relations, electronic and traditional external media, the Internet, and World Wide Web, desktop computer and RESFMS software use, public affairs program management, and speech research and drafting requirements.

(b) Working knowledge of all Navy public affairs regulations and practices.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing the various duties involved with public affairs.

(d) Strong conceptual and writing skills.

(4) N01P4 Editor (Civilian)

(a) Broad knowledge of internal relations, electronic and traditional media, the Internet and World Wide Web, computer and desktop newspaper publishing, and editing.

(b) Working knowledge of all Navy public affairs regulations and practices.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.



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2. Apply sound, independent judgment in implementing and executing the various duties involved with public affairs.

(d) Strong conceptual and writing skills.



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## Section IV - DCOS, Manpower and Personnel (N1)

## 1. N1 DCOS, Manpower and Personnel

a. Mission. Provides active duty Full Time Support (FTS) and Reserve Personnel to meet mobilization requirements while providing Peacetime Contributory Support (PTCS), and develops manpower and personnel policy and guidance to meet mission requirements and Navy and Naval Reserve readiness goals.

b. Functions

(1) Serves as principal advisor to COMNAVRESFOR in matters relating to manpower and personnel administrative management. Exercises overall management of assigned Active Duty FTS and SELRES manpower, develops procedures for administration and directs implementing approved SELRES manpower plans and personnel policies. Assists CNO (N095) in determining Naval Reserve manpower and personnel requirements and in developing manpower and personnel plans and policies affecting the Naval Reserve.

(2) Administers overall management of SELRES manpower; develops guidance and procedures for implementation, control and management of approved manpower plans and authorized programs; develops and manages SELRES officer and enlisted community management; provides statistical forecasting and analysis of SELRES officer and enlisted manpower strength plans.

(3) Administers overall management of the Naval Reserve retention and ombudsman programs; serves as principal advisor to COMNAVRESFOR on matters concerning retention; responsible for formulating policy on retention and ombudsman programs.

c. Command Relationships. Liaisons with DoD, CNO (N1, N1R, 095), COMNAVPERSCOM, 42 Manpower Claimants, NAVRESPERSCEN, COMNAVAIRESFOR, COMNAVSURFRESFOR, COMNAVRESCUITCOM, and other agencies on manpower issues. Develops personnel administrative management procedures for implementing policies and regulations issued by higher authority for active duty and SELRES personnel and Individual Ready Reserve personnel participating in IDT.

d. Key Processes

(1) Directs projects involving personnel policy decisions in the following areas: Recruiting, retention, attrition, human resource management, resource allocation, force management and compensation.

(2) Supervises and routinely interfaces with DoD/DON personnel possesses extensive experience, training, and/or education in Manpower Systems Analysis (MSA) functional areas.

(3) Acts as a project officer or independently in matters pertaining to MSA policy development, implementation, and management oversight resulting from DoD/DON resource planning, programming and budgeting initiatives.

(4) Exercises and monitors internal control procedures over MSA related management ISs and associated databases.

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e. Tasks

(1) Interprets policy guidance and regulations issued by higher authority relating to FTS and SELRES manpower and personnel management. Formulates plans, policies, and procedures for effective management of FTS and SELRES manpower and personnel programs assigned to COMNAVRESFOR.

(2) Implements, directs, and monitors execution of SELRES manpower personnel administrative management programs to achieve the highest attainable degree of personnel readiness in the event of mobilization within authorized and funded personnel strengths.

(3) Performs manpower management functions assigned to COMNAVRESFOR as a manpower claimant under OPNAVINST 1000.16J (does not perform POM submission coordination function).

(4) Acts as Manning Control Authority (MCA) for activities assigned to COMNAVRESFOR. Represents COMNAVRESFOR at scheduled MCA Distribution Conferences.

(5) Manages and administers SELRES incentive programs.

(6) Manages and administers Initial Active Duty Training (IADT) assignments and monitors completing IADT requirements for nonprior service personnel commissioned or enlisted in the SELRES.

f. Knowledge

(1) Possesses MSA subspecialty code (3300).

(2) Knowledge of fiscal and economic principles, DoD/DON management information systems and an in-depth familiarity with quantitative techniques employed in conjunction with MSA databases and manpower planning models to critically analyze MSA plans and policies.

(3) Served at least one tour in any validated 3300X or approved related subspecialty coded billet (graduate level) for a minimum of 18 months.

(4) Demonstrated supervisory or individual performance in carrying out duties and tasking within MSA functional areas such as:

(a) Supervised, managed, or directed personnel at the organizational level applying specific analytical skills, i.e., work measurement techniques, linear and nonlinear programming, manpower systems analysis processes, stochastic modeling, econometrics, qualitative and quantitative requirements determination, measures and controls.

(b) Supervised, managed, or directed personnel at the organizational level in maintaining DON manpower management information systems to provide qualitative and quantitative statistics and data necessary to support and sustain MSA modeling efforts, classical and contemporary management principles and controls and specific analyses.

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2. N1S DCOS for Manpower and Personnel Secretary (Civilian)

a. Tasks

(1) Stays current on priorities, activities, policies, and objectives of the DCOS and provides assistance in carrying out the daily routine.

(2) Screens calls and visitors, answering questions, and completing most business policy or routine matters referred to the DCOS.

(3) Receives incoming correspondence, messages, instructions, and notices for the office. Advises DCOS of items of special interest due to urgency or importance. Maintains control of correspondence actions received from higher authority. Ensures all references, enclosures, and other associated materials are attached when required for clarification and completeness.

(4) Maintains appointment calendar for the DCOS, using judgment in finalizing and scheduling appointments, meetings, special events, travel, and various appointments to ensure commitments are met and schedules are maintained.

(5) Arranges conferences, meetings, and briefings. Coordinates times and places of gatherings as schedules of the principals permit. Advises DCOS of arrangements. Secures quarters for the DCOS as directed.

(6) Makes necessary travel arrangements for DCOS. Maintains TAD/travel budget for the entire code. Monitors budget plans and verifies and reconciles travel expenditures with the COMNAVRESFOR Comptroller.

b. Knowledge

(1) Thorough understanding of COMNAVRESFOR organization and operating programs, superior, and subordinate command relationships to effect necessary liaison and information exchange functions and to be able to assist the Director with the administrative duties of the office.

(2) Knowledge of:

(a) Organizational policies, procedures, personnel rules and regulations sufficient to assign and review work and route/direct incoming communications.

(b) The Director's policies, preferences, and procedural matters to reduce the administrative burdens of the office.

(c) Principles and practices of office administration to ensure smooth office operations.

(3) Skill in:

(a) Establishing and maintaining effective relationships with personnel at all levels.

(b) Planning, organizing, and coordinating work to meet deadlines.

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(c) Skill in typing at a high level of proficiency using state of the art electronic automated word processing equipment.

(4) Ability to use tact and judgment when communicating with high level officials, visitors, callers, and staff members.

3. N11 SELRES Manpower/Community Management (Officer)

a. Tasks

(1) Supervises data entry and operation of all historical databases and computer models required for formulating the officer and enlisted strength plans. Evaluates source material quality.

(2) Manages the ISs used to create graphs and charts for the division.

(3) Establishes Naval Reserve Officer Recruiting Accession Plan and Enlisted Recruiting Reservation System quotas for distribution by recruiting region. Determines SELRES Enlisted Career Management Objectives (ECMO) parameters.

(4) Determines officer designator/subspecialty and enlisted ratings and classification codes eligible to receive SELRES incentive payments. Monitors effectiveness of officer and enlisted incentive programs as it pertains to meeting end strength goals and community management.

(5) Manages and coordinates the Overseas PTCS Program in processing requests, maintaining the tracking system, and providing administrative support.

b. Knowledge

(1) Understands N1 mission and the functions necessary to accomplish that mission.

(2) Ability to:

(a) Perform independently as a COMNAVRESFOR representative on all matters concerning officer and enlisted strength plans and community management.

(b) Perform independently as a COMNAVRESFOR representative on all matters concerning retention and the Ombudsman program.

(3) Cognizant of differences and similarities between Reserve and active duty counterparts includes their processes, procedures and methodologies.

(4) Thorough knowledge of the PPBS and POM process.

(5) Working knowledge of:

(a) Reserve Training Support System (RTSS), including data available, source of data, ability to compile and analyze data, and relationship to other manpower data systems.

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(b) COMNAVRESFOR policies and procedures concerning manpower and personnel functions, familiar with the vocabulary applicable to manpower, personnel, and training.

(6) Thorough knowledge of Microsoft Office Suite and other automatic data systems software to produce presentations and manage data with spreadsheets and databases.

(7) Public speaking/instructor skills required for continual briefing and training requests.

4. N11A Administrative Support (Enlisted)

a. Tasks

(1) Advises and assists COMNAVRESFOR (Nil) in the general administration and management of Nil. Provides various administrative services and exercises management control of organization, procedures, records, correspondence, and postal matters.

(2) Executes the administrative responsibilities to include the tracking/routing of prescribed administrative programs (high Year tenure/ accessions/change of rate) and the coordination of administrative correspondence.

(3) Manages and provides administrative support to the Manpower Programming Policy and Requirements division.

(4) Administers and maintains serial files and logs for all N11 outgoing/incoming correspondence.

(5) Distributes internal and external mail.

b. Knowledge

(1) Thorough knowledge of:

(a) Microsoft Office Suite and other automatic data systems to produce presentations and manage data with spreadsheets and databases.

(b) Organizational policies and procedures.

5. N111 Strength Planning and Community Management (Officer)

a. Tasks

(1) Develops SELRES personnel strength plans for PPBS cycle submissions, including POM and budget exhibits for Comptroller of the Navy, OSD, etc.

(2) Formulates manpower plans and personnel policies to achieve required FYDP manpower levels for SELRES officers and enlisted members; develops force positions or recommendations concerning SELRES manpower strength planning and community management.

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b. Knowledge

(1) Understands N1 mission and the functions necessary to accomplish that mission.

(2) Ability to perform independently as a COMNAVRESFOR representative on all matters concerning officer and enlisted strength plans and community management.

(3) Cognizant of differences and similarities between Reserve and active duty counterparts including their processes, procedures and methodologies.

(4) Working knowledge of:

(a) The PPBS and POM process.

(b) RTSS including data available, source of data, ability to compile and analyze data, and relationship to other manpower data systems.

(c) COMNAVRESFOR policies and procedures concerning manpower and personnel functions. Possesses a thorough understanding of the vocabulary applicable to manpower, personnel, and training.

(d) Microsoft Office Suite and other automatic data systems to produce presentations and manage data with spreadsheets and databases.

(5) Public speaking/instructor skills required for briefing and training requests.

6. N111A, N111A1, N111A2, N111A3, N111A4 Administrative Assistant (Senior Enlisted/Enlisted)

a. Tasks

(1) Determines accession requirements and develops retention and incentive policies and procedures to achieve SELRES personnel end strength, matching inventory to requirements within officer and enlisted SELRES communities .

(2) Recommends advancement quotas for SELRES enlisted personnel; coordinates with CNET and CNO to ensure proper planning of advancement quotas by rating and proper execution of SELRES enlisted advancements.

(3) Monitors executions of SELRES billet manning for the Naval Reserve Force. Formulates statistical and historical data to monitor and project SELRES personnel billet assignments and occupational specialties, Provides policy for billet substitution codes. Initiates action to minimize the number of SELRES assigned In Assignment Processing (IAP) and reports statistics to DoD.

(4) Develops policy and implements directives for identifying unit priority manning and coding the priority units in the RTSS.

(5) Compiles and analyzes data to project end strength and respond to budgetary inquiries.



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(6) Provides weekly SELRES strength and IAP report.

(7) Verifies Reserve Activity Management (RAM) entries for accuracy before forwarding them to CNO (095) via RTSS.

(8) Coordinates distribution and maintenance of the global file (an extract of RTSS).

(9) Contributes input to the critical NEC list.

(10) Coordinates data assimilation and evaluation of SELRES accessions, losses, and retention to manage officer and enlisted strength planning and to provide community management.

(11) Compiles data from Reserve Component Common Personnel Data System (RCCPDS) data and RTSS to produce statistical reports as required.

b. Knowledge

(1) N111A/N111A1/N111A2/N111A3

(a) Understands COMNAVRESFOR (N1) mission and the functions necessary to accomplish that mission.

(b) General knowledge of the PPBS and POM process.

(c) Working knowledge of:

1. COMNAVRESFOR policies and procedures concerning manpower and personnel functions. Thorough understanding of the vocabulary applicable to manpower, personnel, and training.

2. RTSS including data available, source of data, ability to compile and analyze data, and relationship to other manpower data systems.

(d) Ability to recognize and organize salient information for the purposes of producing reports and point papers.

(e) Cognizant of the enlisted community management active duty counterparts, processes procedures, and methodologies.

(f) Thorough knowledge of Microsoft Office Suite and other automatic data systems software to produce presentations and manage data with spreadsheets and databases.

(g) Initiative to complete assigned tasks with minimal supervision.

(2) N111A4 Data Compilation and Analysis (Enlisted)

(a) Working knowledge of RTSS.

(b) Thorough knowledge of the RCCPDS.

(c) Thorough knowledge of the Inactive Manpower and Personnel Management Information Systems (IMAPMIS)

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(d) Knowledgeable in statistical data analysis procedures.

(e) Thorough knowledge of Microsoft Office Suite and other automatic data systems software to produce presentations and manage data with spreadsheets and databases.

7. N111B/N111B1 Retention/Ombudsman Programs (Senior Enlisted)

a. Tasks

(1) Supports, guides, and directs subordinate commands to achieve positive retention results. Assists in echelon III Quality Improvement Visits, inspections and assist visits. Manages the Naval Reserve Force Retention Excellence Report and Golden Helm Award program. Maintains the National Navy Counselor (NC) listing.

(2) Collects, analyzes, and distributes Naval Reserve statistical retention data to subordinate activities, higher echelon commands, and outside agencies when required,

(3) Projects retention impact on personnel whenever Naval Reserve policies are proposed or changed.

(4) Prescribes and governs the methods and procedures for the SELRES Career Information Training Course (CITC). Recommends changes to the FTS CITC and the NC rating occupational standards. Participates in the Navy Training Requirements Review for the NC rating and the Naval Reserve Professional Development Center (NAVRESPRODEVCCEN) Career Information Course (R-501-0005).

(5) Conducts the annual echelon IV Career Information, Retention and Education Working Group (CREW). Conducts Ombudsman courses. Facilitates the PCOS course, Tar Officer Accession Course, the COMNAVRESFOR and the Professional Development Center Career Information course.

(6) Provides direction to the Naval Reserve Retention program; administers the Selected Reserve Attrition Reporting Program (SARP) and oversees the training and administration of the Naval Reserve Ombudsman program.

b. Knowledge

(1) N111B

(a) NC rating

(b) Thorough knowledge of COMNAVRESFOR policies and procedures concerning retention and ombudsman programs.

(c) Ability to:

1. Perform independently as a COMNAVRESFOR representative on all matters concerning retention and the Ombudsman program.

2. Recognize and organize salient information for the purposes of producing reports and point papers.

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(d) Knowledge of service protocol for official functions.

(e) Extensive instructor training and experience to provide presentations throughout the Naval Reserve Force claimancy.

(f) Skill in using computers and basic knowledge of Microsoft Office Suite.

c. Knowledge

(1) N111B1

(a) Knowledge and understanding of COMNAVRESFOR policies and procedures on retention and ombudsman programs.

(b) Thorough knowledge of Microsoft Office Suite and the ability to produce presentations and manage data with spreadsheets and databases. Skill in using computers and other automatic data systems.

(c) Instructor training.

8. N12 SELRES Personnel Policy (Officer)

a. Tasks

(1) Personnel Policy: Directs the development, implementation and interpretation of SELRES personnel policy. Requests input from echelon III and COMNAVRESFOR codes for changes to COMNAVRESFORINST 1001.5C and BUPERSINST 1001.39C. Monitors collection of input and development of changes ensuring consistency and accuracy. Maintains close liaison with COMNAVPERSCOM (Pers-9) regarding Navy personnel policy affecting the Naval Reserve. Directs development of responses to inquiries relating to SELRES personnel policy from policy boards, congressional inquiries, and requests for clarification from lower echelon commands. Responsible for ensuring Naval Reserve adherence to Navy policy relating to military Human Resource programs, including CMEO and DAPA.

(2) Bonus/Incentives Programs: Directs the execution and coordination of program funding of Naval Reserve Incentive/Bonus programs and the development of policy changes to ensure compliance with higher authority direction. Develops Bonus Incentive funding estimates for FYDP programs. Monitors application processing procedures and holds approval authority.

(3) Functional manager of personnel administration database programs; responsible for the accuracy and integrity of data, provides direction to echelon III and below commands regarding data input and maintenance.

(4) Chairs Configuration Control Board for Reserve Headquarters System (RHS) and Reserve Standard Administration Support - Manpower and Personnel (RSTARS(MP)), providing Naval Reserve input. Oversees participation by the Naval Reserve in the development of new programs and systems to ensure that all Reserve requirements are met.

(5) Military Human Resource Programs: Monitors compliance with Navy policy relating to CMEO and DAPA. Makes recommendations for changes to procedures.

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(6) Montgomery G.I. Bill-SELRES (MGIB-SR): Directs management of the MGIB-SR program for the Naval Reserve; monitors application processing procedures and holds approval authority. Ensures program is managed under eligibility standards established by higher authority and U.S. Code and eligibility and benefits processing are handled by the Department of VA. Develops funding estimates for FYDP programs.

b. Knowledge

(1) Thorough knowledge of COMNAVRESFORINST 1001.5C and BUPERSINST 1001.39C.

(2) Familiarity with applicable U.S. Codes.

(3) Broad knowledge of Navy CMEO and DAPA programs.

(4) Understanding of FYDP processes and ability to develop planning estimates based on a wide range of data.

(5) Broad understanding of Reserve personnel administration procedures and processes.

(6) Understanding of personnel administration database management and interfaces.

(7) Ability to analyze data to project end strength and respond to budgetary inquiries.

9. N12A Administrative Support (Enlisted)

a. Tasks

(1) Advises and assists COMNAVRESFOR (N12) in the general administration and management of N12 and field activities. Provides administrative services and exercises management control of the organization, procedures, records, correspondence, and postal matters.

(2) Executes the administrative responsibilities of N12 to include the tracking/routing of prescribed administrative Programs (bonus/incentives/instructions, and policy boards) and coordinating administrative correspondence.

(3) Manages and provides administrative support to the Manpower Programming Policy and Requirements division as required.

(4) Administers and maintains serial files and logs for all correspondence.

(5) Distributes internal and external mail.

b. Knowledge

(1) Broad knowledge of Naval Reserve policy and procedures.

(2) Thorough knowledge of Microsoft Office Suite and other automatic data systems.

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(3) Ability to produce presentations and manage data with spreadsheets and databases.

10. N121 Reserve Personnel Policy Management

a. Tasks

(1) COMNAVRESFORINST 1001.5C maintenance: Responsible to ensure policy and procedures are accurate and prevalent. Requires liaison with internal COMNAVRESFOR codes, Reserve echelon III commands and external commands and program managers to update as necessary. Issues message changes and revisions as required.

(2) BUPERSINST 1001.39C maintenance: Solicits and collects changes for submission to COMNAVPERSCOM (Pers-9); maintains a record of all changes.

b. Knowledge

(1) Thorough knowledge of COMNAVRESFORINST 1001.5C and BUPERSINST 1001.39C.

(2) Thorough knowledge of Naval Reserve administrative procedures.

(3) Broad knowledge of COMNAVRESFOR missions, policies, procedures, and staff codes.

11. N121A Personnel Administration Database Management

a. Tasks

(1) Directs regular data updates, tracks data entry from lower echelon commands, and maintains integrity of data.

(2) Prepares reports.

(3) Communicates changes and updates requirements to field activities.

b. Knowledge

(1) Thorough knowledge of applicable personnel administration database systems including RHS and RSTARS, and understanding of their interfaces with other systems including IMAPMIS and Naval Reserve Drill Pay (NRDP).

(2) Knowledge of FYDP processes.

12. N121B Administrative Assistant

a. Tasks

(1) Translates information received from COMNAVRESFOR (N11) regarding undermanned categories and issues incentive program eligibility standards per DoD and DON directives and U.S. Code.

(2) Receives and processes applications according to policy and procedure, providing approval/disapproval notifications, and payment authorizations .

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(3) Monitors continued eligibility and initiates termination and recoupment actions when necessary.

b. Knowledge

(1) Thorough knowledge of U.S. Code, DoD, DON, and COMNAVRESFOR directives related to Reserve Incentive Programs.

(2) Thorough knowledge of data processing systems used in application processing and approval.

(3) Understanding of funding planning processes.

(4) Thorough knowledge of COMNAVRESFOR administrative procedures.

(5) Understanding of COMNAVRESFOR mission policies and procedures and staff codes.

13. N121C RTB Manager

a. Tasks

(1) Publishes changes to eligibility policy.

(2) Receives and processes all applications via echelon IV activities.

(3) Coordinates with echelon III commands to confirm eligibility.

(4) Uses information received from COMNAVRESFOR (N11) regarding undermanned categories and issues program eligibility standards.

(5) Provides approval/disapproval notifications and information concerning payment or retirement processing.

(6) Maintains participant database and records and develops statistics regarding program participation.

(7) Provides assignment of enlisted classifications as required.

(8) Maintains records and data related to Defense Enrollment Eligibility Reporting System (DEERS). Responds to inquiries regarding DEERS entry problems. Conducts liaison with Reserve echelon III commands to provide Naval Reserve requirements. Represents Naval Reserve Force at applicable conferences. Develops recommended changes in policy and procedures to COMNAVPERSCOM (Pers-33) regarding Reserve personnel related matters and support.

(9) Publishes annual guidance regarding application procedures. Solicits and collects applications from SELRES, screening them for completeness. Forwards applications for each applicable board to COMNAVPERSCOM for further action. Maintains records.

b. Knowledge

(1) Thorough knowledge of RTB program.

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(2) Thorough knowledge of Automatic Data Processing (ADP) systems used in application processing and approval.

(3) Understanding of funding planning processes.

(4) Thorough knowledge of Naval Reserve administrative procedures.

(5) Understanding of COMNAVRESFOR mission, policies, and procedures and staff codes.

14. N121D SELRES IDT Pay Monitoring and Management

a. Tasks

(1) Receives Reserve Status Log cases, conducts inquiries in RHS, IMAPMIS and NRDP, identifies problems and directs corrective action.

(2) Monitors Force pay problems through use of transaction reports identifying and tracking trends and identifying systemic problems.

b. Knowledge

(1) Thorough knowledge of pay and drill accounting processes and interfaces in RHS, RSTARS, IMAPMIS, and NRDP.

(2) Understanding of COMNAVRESFOR mission, policies, procedures, and staff codes.

15. N122 Human Resources (5 Enlisted)

a. Mission. Develops, interprets, evaluates and implements policy and directives regarding military personnel Human Resources management. Specific areas include CMEO, Force DAPA, and Reserve Education Benefits programs.

b. Functions

(1) Ensure Naval Reserve compliance with Navy military personnel EO programs and provides Force management and oversight of Navy CMEO programs.

(2) Provides Force management and oversight of Navy DAPA programs. Manages Naval Reserve Community Service Flagship, Campaign Drug Free.

(3) Manages MGIB-SR, Dantes, and Department of VA programs for the Naval Reserve. Recommends implementation and policy issues to COMNAVPERSCOM, CNO and OSD (Reserve Affairs).

c. Command Relationships

(1) EO/CMEO. Requires liaison with COMNAVPERSCOM and CNO regarding the status of Navy policy and Naval Reserve compliance. Requires liaison with Reserve echelon III commands in the oversight of Force management.

(2) DAPA and Community Service. Requires liaison with COMNAVPERSCOM and CNO regarding the status of Navy policy and Naval Reserve compliance and Reserve echelon III commands in the oversight of Force management.

(3) Educational Benefits Programs.

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(4) Requires liaison with:

(a) Department of the VA and COMNAVPERSCOM for program management and compliance with directives.

(b) Lower echelon Reserve commands to process applications and provide training.

(c) COMNAVRESFOR Comptroller (N00F) for the development of funding plans and statistics.

d. Key Processes

(1) EO/CMEO

(a) Responsible for development and maintenance of Naval Reserve directives and instructions relating to CMEO, EO, and Discrimination/Sexual Harassment.

(b) Responsible for providing direction and support to the field in the training and performance required to adhere to Navy policy.

(2) DAPA and Community Service

(a) Responsible for compliance with Navy policy regarding Drug and Alcohol Abuse prevention programs.

(b) Responsible for providing DAPA training for lower echelon activities.

(c) Responsible for the conduct of the Naval Reserve's Community Service Flagship program, Campaign Drug Free.

(3) Educational Assistance Programs

(a) Responsible for the processing of eligibility for Naval Reservists in MGIB-SR.

(b) Responsible for providing oversight of, and training for, lower echelon commands in program administration.

(c) Responsible for representing Naval Reserve requirements in the development of updated policy and in new support data systems.

e. Tasks

(1) EO/CMEO

(a) Maintain and update COMNAVRESFORINST 5354.1E (Naval Reserve Equal Opportunity), OPNAVINST 5354.1D (Navy Equal Opportunity Manual), and COMNAVRESFORINST 5354.7A (Naval Reserve Affirmative Action Plan).

(b) Provide support and conduct training for lower echelon activities in Command Training Teams (CTT) and Command Assessment Teams (CAT).



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(c) Conduct echelon III Quality Improvement Visits (QIVs) and provide feedback.

(d) Collect data related to discrimination and sexual abuse/harassment and for recommending actions therein.

(2) DAPA and Community Service

(a) Maintain COMNAVRESFORINST S350.1A (Alcohol and Drug Abuse Prevention and Control) and COMNAVRESFORINST 5350.7 (Drug Demand Reduction Program).

(b) Collect urinalysis data from field activities, and provide reports relating to compliance with Navy policy.

(c) Collect and analyze data from Navy drug testing laboratories to identify administrative and processing problems at Reserve activities.

(d) Conduct QIVs to lower Echelon commands to help improve compliance with Navy policy.

(e) Coordinate assignment of personnel at Reserve activities to provide Campaign Drug Free presentations. Collect statistics, coordinate awards, and provide feedback to increase participation.

(f) Develop estimates for funding requirements over the FYDP for the urinalysis program and community service.

(3) Educational Assistance Programs

(a) Receive and process eligibility for Naval Reservists in MGIB-SR.

(b) Monitor field activities in the administration and eligibility determination of personnel.

(c) Schedule and conduct periodic training for lower echelon commands in program administration.

(d) Conduct QIVS for lower echelon commands to help improve local administrative procedures.

(e) Monitor continued eligibility and process termination and recoupment actions on personnel who fail to maintain Reserve participation requirements.

(f) Attend program conferences and represent Naval Reserve requirements in the development of updated policy, and in new support data systems.

(g) Develop estimates for funding requirements over the FYDP.

f. Knowledge

(1) EO/CME0 (Senior Chief/Chief)

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(a) Thorough knowledge of Navy EO and CMEO programs, including certification as an EO Advisor,

(b) Knowledge of administrative procedures,

(c) Knowledge of COMNAVRESFOR mission, policies and procedures, and staff codes.

(2) DAPA and Community Service (Chief)

(a) Thorough knowledge of Navy Drug and Alcohol Abuse Prevention programs, including certification as a DAPA.

(b) Thorough knowledge of Navy Community Service program standards.

(c) Understanding of COMNAVRESFOR mission, policies and procedures, and staff codes.

(d) Knowledge of data processing systems using data retrieval and analysis.

(e) Understanding of funding planning processes.

(f) Thorough knowledge of administrative procedures.

(3) Educational Benefits

(a) Supervisor (Chief)

1. Thorough knowledge of MGIB-SR program, administration and eligibility requirements.

2. Understanding of COMNAVRESFOR mission, policies and procedures, and staff codes.

3. Knowledge of data processing systems using data retrieval and analysis.

4. Understanding of funding planning processes.

5. Thorough knowledge of administrative procedures.

(b) MGIB-SR Clerks

1. Broad knowledge of MGIB-SR program, administration and eligibility requirements.

2. Understanding of COMNAVRESFOR mission, policies and procedures, and staff codes,

3. Knowledge of data processing systems using data retrieval and analysis.

4. Thorough knowledge of administrative procedures.

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## 16. N122A EO/CMEO Programs

a. Tasks

(1) Ensures Naval Reserve follows Navy military personnel EO programs and provides Force management and oversight of Navy CMEO programs.

(2) Maintains COMNAVRESFORINST 5354.1E (Naval Reserve Equal Opportunity) and COMNAVRESFORINST 5354.7A (Naval Reserve Affirmative Action Plan).

(3) Provides support and conducts training for lower echelon activities in CTT and CAT.

(4) Conducts echelon III QIVs and provide feedback.

(5) Collects data related to discrimination and sexual abuse/harassment and recommends action.

b. Knowledge

(1) Thorough knowledge of Navy EO and CMEO programs including certification as an Equal Opportunity Advisor.

(2) Knowledge of Naval Reserve administrative procedures.

(3) Knowledge of COMNAVRESFOR mission, policies, procedures, and staff codes.

## 17. N122B DAPA and Community Service

a. Tasks

(1) Provides Force management and oversight of Navy DAPA programs. Manages Naval Reserve Community Service Flagship, and Campaign Drug Free.

(2) Maintains COMNAVRESFORINST 5350.1E (Alcohol and Drug Abuse Prevention) and COMNAVRESFORINST 5350.7A (Drug Demand Reduction Program).

(3) Collects urinalysis data from field activities and provides reports relating to compliance with Navy policy.

(4) Collects and analyzes data from Navy drug testing laboratories to identify administrative and processing problems at Reserve activities.

(5) Conducts QIVs to lower echelon commands.

(6) Coordinates assignment of personnel at reserve activities to provide Campaign Drug Free presentations. Collects statistics, coordinates awards, and provide feedback to increase program participation.

(7) Develops estimates for funding requirements over the FYDP for the urinalysis program and community service.

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b. Knowledge

- (1) Thorough knowledge of Navy Drug and Alcohol Abuse Prevention programs, including certification as a DAPA Counselor.
- (2) Thorough knowledge of Navy Community Service program standards.
- (3) Understanding of COMNAVRESFOR mission, policies and procedures, and staff codes.
- (4) Knowledge of automatic data processing systems, using data retrieval and analysis.
- (5) Understanding of funding planning processes.
- (6) Thorough knowledge of administrative procedures.

18. N122C Educational Assistance Programs

a. Tasks

- (1) Manages MGIB-SR, Defense Activity For Non-Traditional Education Support (DANTES), and Department of VA programs for the Naval Reserve. Recommends implementation and policy issues to COMNAVPERSCOM, CNO, and ASD (Reserve Affairs).
- (2) Processes and determines eligibility for Naval Reservists in MGIB-SR.
- (3) Monitors field activities in the administration and eligibility determination of personnel.
- (4) Schedules and conducts periodic training for lower echelon commands in program administration.
- (5) Conducts QIVs for lower echelon Commands.
- (6) Monitors continued eligibility and process termination and recoupment actions on personnel who fail to maintain Reserve participation requirements .
- (7) Attends program conferences and represents Naval Reserve requirements in the development of updated policy and in new support data systems.
- (8) Develops estimates for funding requirements over the FYDP.

b. Knowledge

- (1) Thorough knowledge of MGIB-SR program, administration, and eligibility requirements.
- (2) Understanding of COMNAVRESFOR mission, policies and procedures, and staff codes.
- (3) Knowledge of ADP systems using data retrieval and analysis.

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(4) Understanding of funding planning processes.

(5) Thorough knowledge of administrative procedures.

19. N13 Claimant Manpower/Manning Control (Civilian)

a. Tasks

(1) Conducts Shore Manpower Requirements Determination Process (SMRDP).

(2) Conducts officer subspecialty reviews.

(3) Monitors end strength for COMNAVRESFOR claimancy and initiates actions to keep the claimancy (by resource sponsor) in balance.

(4) Conducts reviews of Activity Manpower Documents (AMDs) to ensure proper coding of authorizations and requirements.

(5) Monitors the assignments of FTS enlisted personnel and initiates actions to correct manning deficiencies within COMNAVRESFOR claimancy.

(6) Establishes policies for MCA (Reserve) as required by the Enlisted Transfer Manual, NAVPERS 15909, and EPMACINST 1306.2.

b. Knowledge

(1) Thorough knowledge DoD and DON management principles, methods, techniques, and systems as practiced by the Naval Reserve Force.

(2) Broad knowledge of the Naval Reserve Force operating policies, programs and procedures.

(3) Knowledge regarding the acquisition and effective use of RPN funding as the resource allocation to maintaining FTS personnel readiness within the Force.

(4) In-depth knowledge of both military and civilian personnel policies and procedures relative to EO/EEO regulations for general management application.

(5) Ability to:

(a) Apply a high level of sound, independent judgment in the solution of problems.

(b) Make oral and written presentations in a clear and concise manner with sufficient forcefulness and persuasiveness to forward the interest of successful management of the Naval Reserve and to influence decision makers of higher authority.

20. N13A Administrative Support (Enlisted)

a. Tasks

(1) Advises, assists, and executes the administrative responsibilities of N13 including the tracking/routing of administrative

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correspondence and administers and maintains serial files and logs for all of N13 correspondence.

(2) Manages and provides administrative support to the Manpower Requirements/Manpower Authorization and Manning Control Division.

(3) Distributes internal and external mail for N13.

b. Knowledge

(1) Extensive knowledge of administrative responsibilities of N13 including tracking/routing of administrative correspondence (internal and external).

(2) Thorough knowledge of Microsoft Office Suite and other ADP software to produce presentations and manage data with spreadsheets and databases.

21. N131/N131A Shore Manpower Requirements

a. Tasks

(1) Maintains liaison with the Readiness sections of EPMAC, COMNAVPERSCOM, and NAVRESPERSCEEN enlisted personnel detailing in matters related to enlisted manning.

(2) Develops policy and annually updates COMNAVRESFOR SMRDP schedules.

(3) Conducts SMRDPS at all COMNAVRESFOR shore activities.

(4) Develops Statement of Manpower Requirements (SMR).

(5) Evaluates SMR change requests and ensures that recommended requirements changes follow minimum quality and quantity-standards for satisfactory billet performance.

(6) Analyzes and approves all COMNAVRESFOR claimant manpower change requests. Determines manpower implications of proposed changes in activity mission, functions, or tasks.

(7) Identifies for deletion all nonessential requirements and maintains files of approved subspecialty Coding Validation requests originated within the claimancy.

(8) Provides input to POM issues. Administers overall control of billets within COMNAVRESFOR claimancy.

(9) Conducts officer subspecialty reviews.

(10) Analyzes manpower requirements for manpower planning and programming purposes using staffing standards and SMR.

(11) Reviews OPNAV 1000/2 and SMRs.

(12) Conducts SMRDP background research and organization analysis using a broad range of industrial engineering techniques.

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(13) Develops field activity Performance Work Statements.

(14) Develops SMR.

(15) Provides mobilization data inputs as required.

(16) Coordinates with other manpower claimants when proposed changes have significant impact on their operational capabilities.

(17) Responsible for the officer subspecialty review.

(18) Coordinates with COMNAVRESFOR (N46) for requirements identified for outsourcing.

b. Knowledge

(1) Knowledge of:

(a) The organization, function, and operations of the activity serviced, higher echelon commands and their relationship to other federal activities and private industry.

(b) Ability to apply/adapt a wide range of management processes, including organizational control theories, principles and practices governing manpower authorization and manning plans.

(c) The techniques associated with the concepts, methodology, principles and practices of management engineering and industrial management. Techniques include standard setting, work measurement, work simplification, methods study, flow processing, facility layout, human relations, regression and correlation analysis, and other forms of statistical analysis.

(d) Management information system/office automation applications, principles, and practices.

(e) Financial management, budget processes, and corresponding Navy terminology.

(f) Acquisition process/procedures to develop statements of work, evaluate proposals, recommend awards, develop most efficient organization statements, and evaluate contractor performance.

(2) Ability to analyze extensive programs data and its inter-relationships and coordinates the preparation of program plans and proposals.

(3) Excellent written and oral communication skills.

(4) Knowledge and analytical ability sufficient to conduct comparative studies aimed at determining the effectiveness of a wide range of forms, records, files, management processes, management information system/office automation, and the applicability of higher level directives to the activity.

(5) Detailed knowledge of and ability to evaluate and apply the various Standard Navy Manpower Management Systems, e.g., Total Force Manpower Management System (TFMMS), TFMMS Micro Manpower Change Application (TMMCA), etc.

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22. N131B/N131C/N131D Shore Manpower Requirements (Enlisted)

a. Tasks

(1) Serves as a Shore Manpower Requirements Determination Program team member in the development of the SMR for all shore activities in the COMNAVRESFOR claimancy by performing operational audits, manpower usage, and organizational structure studies.

(2) Analyzes manpower requirements/authorizations data for manpower planning and programming.

(3) Determines and documents additive workload not identified in developed staffing standards.

(4) Analyzes and compiles information for data calls.

(5) Performs analyses of mission, function, organization, personnel structure, geographical location, demographics, and other factors that influence manpower requirements.

(6) Analyzes and evaluates workload reporting systems for use in the development of staffing standards of manpower requirements documents.

b. Knowledge

(1) Knowledge of:

(a) The current manning documentation system as well as understanding the comprehensive Navy Manpower Analysis Center (NAVMAC) program and the definition of Required Functional Capabilities (RFC) contained therein.

(b) The Navy enlisted rating structure, Naval officer designators and billet classification, and civilian personnel classification and rating system.

(c) All functions listed in the RFC directory and has the ability to ascertain which functions relate to the activities within COMNAVRESFOR claimancy.

(d) The Navy's correspondence system and terminology

(e) The techniques associated with the concepts, methodology, principles, and practices of management engineering or industrial management. Techniques include standard setting, work measurement, work simplification, methods study, flow processing, facility layout, human relations, regression and correlation analysis, and other forms of statistical analysis.

(2) Familiarity with COMNAVRESFOR activity staffing problems and patterns both military and civilian.

(3) Familiarity with CNO outsourcing, SMRDP review, and TQL programs.



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(4) Knowledge and skill in applying a wide range of methods used to conduct Efficiency Reviews. Ability to analyze and evaluate information concerning management processes, draw conclusions and recommend appropriate action.

23. N132/132A Manpower Authorizations (Senior Enlisted)

a. Tasks

(1) Acts as an agent to determine authorizations for validated surface, aviation, and shore requirements for activities to accomplish mission of the Naval Reserve Force claimancy.

(2) Analyzes requirement and authorization data for manpower planning and programming purposes using squadron, ship, and fleet manpower documents, staffing standards, and SMRs.

(3) Maintains AMDs through the use of TFMMS and TMMCA to accurately reflect balanced authorizations for COMNAVRESFOR.

(4) Provides input to POM issues and administers overall control of billets within the COMNAVRESFOR claimancy.

(5) Monitors end strength for COMNAVRESFOR claimancy and initiates actions to keep the claimancy in balance by each resource sponsor.

(6) Develops TFMMS packages with the aid of TMMCA to move, add, delete or change requirements, and authorization within the claimancy to update command's AMDs and report changes to CNO.

(7) Liaisons and coordinates with NAVMAC in implementing squadron, ship, and fleet manpower documents.

(8) Analyzes, advises, and assists functional managers on proposed manpower authorization requests through the POM process.

b. Knowledge

(1) Thorough knowledge of CNO, OPNAV, and COMNAVRESFOR policies and procedures regarding manpower management.

(2) Knowledge of and ability to apply/adapt a wide range of manpower and organizational control theories, principles and practices governing manpower authorization and manning plans.

(3) Expert and detailed knowledge of and ability to evaluate and apply TFMMS and TMMCA.

24. N132B/N132C Administrative Assistant (Tasks)

a. Tasks

(1) Conducts reviews of AMDs to ensure proper coding of authorizations and ensures that proper coding is applied in each command.

(2) Analyzes manpower requirements/authorizations data for manpower planning and programming.

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(3) Analyzes and compiles information for data calls received from program managers and resource sponsors.

b. Knowledge

(1) Detailed knowledge and ability to apply TFMMS and TMMCA.

(2) Ability to liaison between program managers and other claimants to ensure compliance with official policies in manpower authorization issues.

25. N133/N133A MCA (Reserve) (Senior Enlisted/ Enlisted)

a. Tasks

(1) Evaluates all requests for priority 1 or 2 manning; submits comments to CNO with recommendations.

(2) Submits recommendations for priority levels.

(3) Authorizes, controls, and manages priority 3 manning.

(4) Develops, implements, and updates the FTS Manning Plan for activities in the COMNAVRESFOR claimancy.

(5) Evaluates and initiates requests for special emphasis manning. Conducts annual review of all units authorized special emphasis manning.

(6) Develops and implements COMNAVRESFOR policy and plans for the manning and distribution of enlisted manpower resources to maximize COMNAVRESFOR personnel readiness and stability as required by the Enlisted Transfer Manual (NAVPERS 15909), and EPMACINST 1306.2.

(7) Evaluates enlisted personnel allocation, assignment, distribution, and manning policies of COMNAVRESFOR and higher authority and assesses their impact on personnel manning.

(8) Communicates personnel vacancies to the Assignment Control Authorities (COMNAVPERSCOM and NAVRESPERSSEN) and directs the order in which the vacancies are to be filed.

(9) Establishes priorities for current and future resources requirements and coordinates with EPMAC to be included into the Enlisted Personnel Requisition System.

(10) Receives, reviews, and takes necessary action on requests for assignments of FTS personnel permanent change of station and temporary duty to fill urgent requirements of operations within COMNAVRESFOR claimancy.

(11) Monitors and reports enlisted personnel manning for activities under COMNAVRESFOR manning control.

(12) Coordinates with COMNAVPERSCOM/NAVRESPERSSEN and EPMAC to ensure issuing and complying with COMNAVRESFOR MCA policies and requisition priorities.

(13) Acts as technical assistant to COMNAVRESFOR at all MCA distributions conferences.

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## (1) N133

(a) Thorough knowledge of COMNAVRESFOR policies and procedures regarding manpower management.

(b) Knowledge of military protocol.

(c) Ability to:

1. Develop, implement, and assess manpower programs specific to the Naval Reserve.

2. Perform independently.

3. Communicate information orally and in writing and to make oral presentations in a clear, concise manner.

4. Supervise subordinate personnel.

(d) Skill in using word processing and databases used in performing duties as MCA (Reserve).

## (2) N133A

(a) Knowledge and understanding of COMNAVRESFOR policies and procedures for manpower management.

(b) Ability to perform independently.

(c) Thorough knowledge of automated data systems in assigned tasks.

(d) Demonstrates initiative in completing assigned tasks.



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## Section V - DCOS, Operations (N3)

## 1. N3 DCOS, Operations

a. Mission. Liaisons with echelon IV commands for mobilization, ADSW, AT, and ADT orderwriting services. Executes mobilization requirements as directed by CNO. Issues ADSW orders under the purview of CNO and COMNAVPERSCOM. Manages Peacetime Contributory Support (PTCS) database.

b. Functions

(1) Serves as principal advisor to COMNAVRESFOR on matters related to Naval Reserve order execution.

(2) Formulates policy related to orderwriting and AT/ADT expenditures.

(3) Oversees the mobilization of the Naval Reserve Force as directed by CNO.

c. Command Relationships. Interacts with COMNAVRESFOR and COMNAVSURFRESFOR in executing ADT orders. Liaises with CNO (N095) for counter drug support involving Naval Reservists. Orderwriting agent for CNO and NAVPERSCOM of ADSW orders. Maintains liaison with Type Commander (TYCOMS), CINCs, Joint and Unified Commands for Operations, and Exercise Coordination.

b. Key Process. Oversees Naval Reserve Force mobilization.

e. Tasks

(1) Provides subordinate echelon commands with policy guidance and procedures for mobilization.

(2) Issues ADSW orders as the CNO/COMNAVPERSCOM orderwriting agent.

(3) Facilitates processing of AT/ADT/IDTT applications and orders arrangements through Navy Transportation Office (NAVPTO) and SATO.

(4) Provides policy guidance for current year operations of the Naval Reserve Force. Obtains school quotas for SELRES.

(5) Member of the Configuration Executive Control Board. Chair of Reserve Integrated Management System (RIMS) (Orderwriting), Configuration Control Board (CCB), and co-chair of RIMS (financial management) CCB.

f. Knowledge

(1) Thorough knowledge of instructions and policies governing ADT, AT, ADSW, Exercise Coordination, Mobilization, and RPN distribution.

(2) Broad knowledge of COMNAVRESFOR policies and programs; ability to plan, direct, and coordinate complex programs.

(3) Ability to:

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(a) Establish effective working relationships with external customers.

(b) Apply sound, independent judgment.

(c) Manage subordinate staff.

2. N3A Administrative Support (Senior Enlisted)

a. Tasks

(1) Provide clerical support for Director of Operations, including TAD orderwriting services, all correspondence, mail routing servicer evaluations/fitness reports, and message traffic.

(2) Develops and tracks RPN fund distribution to the Naval Reserve Force.

b. Knowledge

(1) Thorough knowledge of the Correspondence Manual.

(2) Working knowledge of computer systems used for creating TAD orders for active duty members, Microsoft Office Suite, and Word Perfect.

(3) Ability to develop relationships with other codes for fiscal and orderwriting functions.

(4) Broad knowledge of COMNAVRESFOR policies and programs, ability to plan, direct, and coordinate complex programs.

3. N31 Operations Support (Officer)

a. Tasks

(1) Provides data to COMNAVRESFOR comptroller for ADT funding for counterinsurgency drug operations.

(2) Maintains database of ADT days and provides information to COMNAVRESFOR comptroller.

(3) Manages the PTCS database by integrating data from NAVRESINFOSYSOFF, COMNAVVAIRESFOR, and COMNAVSVRFRESFOR.

(4) Compiles SELRES drill data and creates the PTCS report.

(5) Provides Data Analysis and ADP support for all codes in N3.

(6) Tracks exercise data from COMNAVSVRFRESFOR/COMNAVVAIRESFOR to provide exercise database analysis.

(7) POC for CINCs for COMNAVRESFOR counter drug insurgency.

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## (1) Ability to:

(a) Establish and maintain effective relationships with senior and subordinate commands.

(b) Assess current and future resource requirements.

(2) Working knowledge of Naval Reserve and Navy policies regarding exercise coordination and support and Navy funding issues.

## 4. N32 Director of Mobilization/ADSW Orderwriting (Officer)

a. Tasks

(1) Develops procedures for mobilization/activation of Naval Reservists.

(2) Supervises the issuing of Mobilization Implementation Orders to NRAs.

(3) Coordinates the Mobilization Response Cell organization and training program.

(4) Supervises the execution of mobilization requirements.

(5) Oversees input of mobilization notification and tracking statistics for outside agencies.

(6) Screens SELRES units/individuals identified for recall.

(7) Provides guidance to lower echelons on the mobilization process and orderwriting.

(8) Process mobilization recalls via RTSS.

(9) Monitors Individual Mobilization Status (IMS) codes via RTSS.

(10) Produces mobilization status reports for COMNAVPERSCOM, COMNAVSURFRESFOR, and COMNAVAIRESFOR.

(11) Supervises ADSW advertisement, screening, and orderwriting function.

(12) Coordinates ADSW requests, funding authorizations, and approval with COMNAVPERSCOM and major commands.

(13) Tracks and validates ADSW man-day funding availability for ADSW Program Managers.

(14) Receives processes and tracks ADSW applications. Screens nominees to ensure eligibility and coordinates selection of nominees with the gaining command.

(15) Writes ADSW orders as approved by COMNAVPERSCOM or ADSW Program Managers using RIMS (ADSW).

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(16) Provides quality assurance of orders, including issuing modifications and extensions.

(17) Reconciles monthly ADSW program manager madness.

(18) Maintains ADSW order files.

b. Knowledge

(1) Thorough knowledge of regulations governing travel, personnel pay, duty in foreign countries, and all instructions governing mobilization.

(2) Broad knowledge of COMNAVRESFOR programs and policies.

(3) Ability to maintain effective working relationships with external customers of all services.

5. N321/N321A Mobilization Section (Senior Enlisted/Enlisted)

a. Tasks. Oversees daily operation of ADSW and mobilization orderwriting for SELRES.

b. Knowledge

(1) N321 (Senior Enlisted)

(a) Ability to supervise subordinate enlisted personnel and prioritize tasking.

(b) Knowledge of RTSS and statistical data gathering.

(2) N321A (Enlisted)

(a) Knowledge of RTSS and other computer programs relevant to SELRES mobilization.

(b) Customer-service skills to interact with metiers of all paygrades to ensure proper order processing.

6. N322/N322A ADSW/Mobilization (Senior Enlisted/Enlisted)

a. Tasks. Oversees the daily operation of ADSW orderwriting for SELRES.

b. Knowledge

(1) N322 (Senior Enlisted)

(a) Broad knowledge of leadership, management, supervisory skills, decision-making, and prioritization of daily tasks.

(b) Working knowledge of computer programs used by subordinate personnel. Establishes working relationships with external customers to ensure mission achievement.

(2) N322A (6 enlisted personnel)

(a) Knowledge of RIMS to create ADSW orders.



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(b) Ability to:

1. Provide quality customer service.
2. Modify and extend orders as necessary.
3. Maintain files of orders as required.

7. N33/N33A/N33A1/N331/N332 AT/ADT/IDTT Orderwriting (Officer/Senior Enlisted)

a. Tasks

(1) Oversees the daily operation of all AT/ADT/IDTT functions by assigned personnel.

(2) Uses RESFMS to create AT and ADT orders and modify existing orders.

(3) Ensures transportation arrangements are made for Naval Reservists requiring travel to mobilization or training site.

(4) Creates IDTT orders in RESFMS.

(5) Monitors orderwriting stages to issue school quotas for Naval Reservists and obtains school quotas for non-Naval Reserve courses of instruction.

b. Knowledge

(1) N33 Division Director (Officer)

(a) Knowledge of the JFTR.

(b) Ability to supervise a large number of subordinate personnel.

(c) Application of sound judgment in formulating solutions to short-fused orderwriting/travel requirements.

(d) Broad knowledge of computer programs and technical methodology.

(2) N33A Assistant Division Director (Senior Enlisted)

(a) Possesses supervisory skills to direct efforts of more than 20 subordinate enlisted personnel.

(b) Knowledge of all orderwriting hardware for AT/ADT and IDTT orderwriting.

(c) Ability to liaison with all levels of chain of command.

(3) N33A1 Orderwriting Division (Enlisted)

(a) Possesses supervisory skills and acts as primary liaison between assigned subordinate enlisted personnel and the Director.

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(b) Possesses broad knowledge of all aspects of orderwriting.

(c) Ability to serve external customers, providing guidance, and direction often via phone.

(4) N331 AT/ADT Order Writers (12 enlisted personnel)

(a) Extensive knowledge of RESFMS.

(b) Ability to:

1. Create, modify, extend, and cancel AT/ADT orders.

2. Liaison with SATO and NAVPTO when travel for SELRES is required.

3. Analyze and make decisions to ensure short-fused requirements can be completed.

(5) N332 IDTT Order Writers (11 enlisted personnel)

(a) Extensive knowledge of RESFMS.

(b) Ability to:

1. Create, modify, extend, and cancel IDTT orders for Naval Reservists.

2. Liaises with external customers to ensure Naval Reservists receive school quotas for non-Naval Reserve courses of instruction.

3. Liaises with SATO and NAVPTO on travel issues involving IDTT orders.

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## Section VI - DCOS, Logistics (N4)

## 1. N4 DCOS, Logistics

a. Mission. Provides logistic support to the Naval Reserve Force and to the Navy.

b. Functions

(1) Develops policy and directs, supervises, and coordinates logistics functions of the Naval Reserve Force.

(2) Provides technical and administrative assistance on matters relating to supply support required to maintain readiness of Surface and Air Reserve activities.

(3) Serves as COMNAVRESFOR's Logistics specialist for Hazardous Material Control and Management (HMC&M)/Consolidated Hazardous Material Reutilization and Inventory Management (CHRIMP) Program Manager and the centralized point of contact for all matters relating to HMC&M programs.

(4) Serves as the centralized point of contact for all matters relating to the Department of Defense Activity Address Code (DoDAAC). Liaises with DFAS, Cleveland concerning all changes, additions, and deletions.

(5) Provides supply technical assistance, customer service, consumable support, financial accounting records, and plant/minor property reporting for headquarters staffs.

(6) Coordinates, executes and documents the GTCC program for COMNAVRESFOR; provides policy guidance for subordinate echelons.

(7) Operates the COMNAVRESFOR Flag Mess: Providing essential feeding to staff, commissioned officers, and eligible civilian staff personnel.

c. Command Relationship

(1) Maintains liaison with all COMNAVRESFOR commands operating galleys and with Commander, Naval Supply Systems Command (COMNAVSYSCOM) (N51). Provides technical guidance and assistance to food service managers responsible for operating shore-based galleys.

(2) Serves as the technical specialist and advisor to all COMNAVRESFOR activities on implementing HMC&M programs and standards.

d. Key Processes

(1) Prepares correspondence, directives, regulations, and notices concerning supply policy for Reserve activities.

(2) Serves on senior planning groups to ensure supply procedures reflect Navy and Naval Reserve policy.

(3) Provides assistance in budgeting, funding, and procurement of equipment to COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

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(4) Provides oversight and supervision of all Naval Reserve logistics functions including financial record keeping, procurement, clothing management, and subsistence.

(5) Plans and develops Reserve clothing procedures and policy for the Naval Reserve.

(6) Program manager for the Government Travel and Purchase Cards (GTPC) for the claimancy.

(7) Program Manager for HMC&M programs. Develops and administers formal and informal HMC&M training for all COMNAVRESFOR activities during seminars, workshops, conferences, and requested assist visits.

(8) Serves as centralized point of contact for COMNAVRESFOR installations, activities, and operations on DoDAAC. Ensures any deletions, additions, or changes are forwarded to DFAS, Cleveland for update.

(9) Plans and coordinates subsistence procedures and policy for the Naval Reserve and recommends subsistence entitlements for Reserve personnel.

(10) Provides guidance and assistance to enlisted dining facilities (galleys) within the COMNAVRESFOR claimancy.

(11) Prepares instructions and policies for the COMNAVRESFOR claimancy for all GTCC/GCPC matters and serves as the liaison between the banking institution, DON ASN, Financial Management Office (FMO) and all Reserve activities.

e. Tasks

(1) Directs, supervises, and coordinates logistic functions of the Naval Reserve Force.

(2) Participates in senior-level planning conferences and ensures the supply aspects of long and short-range plans are well-integrated, internally coherent, and consistent with COMNAVRESFOR policies and missions.

(3) Maintains liaison and coordination with supply matters among NRAs, the COMNAVSUPSYSCOM, and other system commands and offices of the DON and DoD.

f. Knowledge

(1) Supply Corps TAR Officer with previous Naval Reserve Surface and Air activity experience.

(2) Working knowledge of logistics operations, property/equipment management, budgeting, Reserve clothing programs, food service management, and procurement functions.

(3) Ability to:

(a) Manage and supervise subordinate staff composed of military, civilian, and contracted personnel.

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(b) Establish and maintain effective working relationships with all echelons of the Naval Reserve Force.

(4) Possesses broad knowledge of COMNAVRESFOR programs and ability to apply sound, independent judgment in implementing and executing the various duties involved with logistics management programs.

(5) Has a working knowledge of microcomputer systems and business applications software.

2. N4B Assistant DCOS, Logistics (Officer)

a. Tasks

(1) Oversees status and completing departmental administrative requirements including correspondence, internal reports, FITREP/EVALs, instructions, and notices.

(2) Provides oversight and coordinating N4 official functions and conferences.

(3) Agency Program Coordinator (APC) for the GTPC for the staff.

(4) Maintains a working knowledge of all the tasks assigned to the DCOS for Logistics and is capable of operating when absent.

b. Knowledge

(1) Supply Corps designator with previous Naval Reserve Surface or Air activity experience.

(2) Working knowledge of logistics operations, property/equipment management, budgeting, Reserve clothing programs, food service management, and procurement functions.

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all echelons of command.

(4) Has a broad knowledge of COMNAVRESFOR programs and ability to apply sound, independent judgment in implementing and executing logistics management programs.

(5) Trained in DON purchase card administration.

(6) Working knowledge of microcomputer systems and business applications software.

(7) In the absence of the DCOS for Logistics, serves as the advisor to COMNAVRESFOR for all matters pertaining to supply policy and procedures of the Naval Reserve.

(8) Oversees administrative matters for the department.

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3. N41 Director, Supply, Plans, and Policies (Senior Enlisted or Civilian)

a. Tasks

(1) Establishes clothing and equipment allowances, regulates organizational clothing requirements, and maintains RPN and O&MNR accounts in support of clothing requirements.

(2) Provides assistance in budgeting, funding, and procurement of equipment for COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(3) Participates in supply inspections and QIVs for Surface and Air Reserve activities and serves as a member of the inspection and assistance teams.

(4) Monitors training, manpower allowances, and enlisted manning of supply rating billets of Reserve activities.

b. Knowledge

(1) Senior storekeeper rating or civilian equivalent.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore).

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all echelons of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(4) Working knowledge of logistics operations, property/equipment management, budgeting, Reserve clothing programs and procurement functions.

(5) Broad knowledge of COMNAVRESFOR programs and ability to apply sound, independent judgment in implementing and executing logistics management programs.

4. N411 Supply Supervisor (Senior Enlisted)

a. Tasks

(1) Monitors the GTCC Program as the APC.

(2) Supervises contracting, special projects, and uniform clothing personnel.

b. Knowledge

(1) Senior storekeeper rating knowledge.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore).

(3) Ability to:

(a) Manage and supervise subordinate staff.

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(b) Establish and maintain effective working relationships with all echelons of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(4) Working knowledge of:

(a) All Reserve supply programs.

(b) All directives required in preparing messages, correspondence, evaluations and awards.

5. N412 Purchase Card Coordinator (Senior Enlisted)

a. Tasks

(1) Reviews and processes all purchase card invoices for COMNAVRESFOR; monitors and takes corrective action on all COMNAVRESFOR Claimancy Purchase Card Delinquencies; monitors publication changes for the Purchase Card Program.

(2) Coordinator for Defense Property Accounting System (DPAS) migration. Monitors plant and minor property inventories for the Headquarters Staff and oversees plant/property management through the claimancy.

b. Knowledge

(1) Storekeeper rating knowledge.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore).

(3) Minimum of 3 years contracting experience.

(4) Completed DON Purchase Card training.

(5) Working knowledge of the COMNAVRESFOR P4000.1 (Naval Reserve Logistics Support Handbook).

(6) Familiarity with DPAS.

(7) Possesses comprehensive knowledge of all areas of Reserve supply and management procedures.

6. N413 Clothing Manager/Special Projects and Publications Editor (Senior Enlisted)

a. Tasks

(1) Updates all supply related manuals.

(2) Maintains the Operating Target (OPTAR) for organizational clothing.

(3) Reviews and processes Navy Exchange Invoices for uniform clothing.

(4) processes outgoing messages for the department.

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(5) Serves as the TASO and the web master for the department.

(6) Processes all correspondence pertaining to uniforms.

b. Knowledge

(1) Senior storekeeper rating knowledge.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore).

(3) Working knowledge of the COMNAVRESFOR P4000.1 (Naval Reserve Logistics Support Handbook).

(4) Outstanding customer service and organizational skills.

(5) Comprehensive knowledge of all word processing and message writing programs.

(6) Working knowledge of:

(a) All Reserve supply computer programs.

(b) Invoice processing procedures.

(c) All directives required in preparing messages, publications, and correspondence.

(7) Knowledge of TASO procedures.

7. N42 Director, HAZMAT

a. Tasks

(1) Develops and maintains a master COMNAVRESFOR Authorized Users List (AUL). Facilitates and provides input for non/less-toxic/hazardous substitutes for items listed on the AUL. Petitions COMNAVSUPSYSCOM for additions/deletions to the AUL.

(2) Conducts HMC&M surveys and inspections of COMNAVRESFOR installation activities and operations to investigate compliance with HMC&M directives.

(3) Acts as recorder/member of the echelon III HMC&M Committee.

(4) Provides subject matter expertise in HMC&M with emphasis on lifecycle problems and recycling systems. Ensures subordinate activities are apprised of any changes to the HMC&M program in a timely manner.

(5) Updates echelon IV inspection guide.

(6) Assists DFAS Cleveland with problems in processing UAL.

(7) Assists COMNAVRESFOR DCOS for Logistics with the annual National Defense Transportation Association (NDTA) Military Unit Award. Prepares messages and correspondence associated with the award. Provides assistance to convening board members.



**22 FEB 2001**b. Knowledge

(1) Professional knowledge of HAZMAT Management concepts, principles, and practices applicable to the full range of duties associated with HMC&M.

(2) Knowledge and skill to evaluate and incorporate the latest developments in HAZMAT management.

(3) Working knowledge of all higher headquarters instructions/directives and other governmental directives of the HMC&M program.

(4) Comprehensive knowledge of safety and occupational health principles, practices, procedures, regulations, methods, techniques, and standards to coordinate the safe use of HAZMAT.

8. N43 Director, Quality of Life (Senior enlisted or civilian equivalent)

a. Tasks

(1) Initiates correspondence, directives, and regulations concerning quality of life issues for Reserve activities.

(2) Plans, coordinates, and conducts Captain Edward Francis Ney/Best General Mess Awards programs.

(3) Attends conferences to address issues including food service programs, professional certification, and claimancy working groups.

(4) Oversees the management and develops policy regarding consolidated bachelor's quarters.

(5) Oversees the management and develops policy regarding the Flag Mess.

b. Knowledge

(1) Mess Management Specialist or civilian equivalent.

(2) NEC of 3538 (Bachelor Quarters Management) and NEC of 3529 (Food Service Administration).

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all echelons of COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR.

(4) Working knowledge of management, accounting, auditing, budgeting, and procurement functions.

(5) Broad knowledge of COMNAVRESFOR programs and ability to apply sound, independent judgment in implementing and executing logistics management programs.

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9. N44 Director, Headquarters Supply Support (Senior enlisted or civilian equivalent)

a. Tasks

(1) Submits and reviews accounting variance listings and provides data for mid-year reviews and budget submission for out years.

(2) Ensures all requests for contractual procurement to be signed by DCOS of Logistics are micro-purchase using the simplified acquisition procedures.

(3) Attends conferences with local vendors and agencies to address contracts for supplies and services.

(4) Responsible for the maintenance of service contracts, modifications and amendments.

b. Knowledge

(1) Senior storekeeper rating or civilian equivalent.

(2) Completed DON Purchase Card training.

(3) Ability to:

(a) Supervise and manage subordinate staff.

(b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(4) Working knowledge of procurement, budgeting, and property/equipment management procedures.

(5) Broad knowledge of COMNAVRESFOR programs and ability to apply sound judgment in the operation of the internal supply department.

10. N441 Financial Management; COMNAVSURFRESFOR and COMNAVAIRESFOR (Senior Enlisted)

a. Tasks

(1) Initiates supply purchases/requisitions using FASTDATA financial system.

(2) Establishes work request, project orders, Military Interdepartmental Purchase Requests (MIPRs), and monitors obligations, and expenditures.

(3) Receives financial updates from comptrollers; processes financial expenditures; reviews variance listings.

(4) Maintains financial records, submits reports, and monitors OPTARS as assigned.

(5) Reviews outstanding requisitions; processes follow-ups, cancellations, and Material Outstanding Validations (MOVs).

**22 FEB 2001**b. Knowledge

- (1) Senior storekeeper rating or civilian equivalent.
- (2) NEC of 2813 (Independent Duty Storekeeper Ashore).
- (3) Maintains the COMNAVSURFRESFOR and COMNAVAIRESFOR OPTARs.
- (4) Completed DON Purchase Card training.
- (5) Working knowledge of:

1. FASTDATA.

2. All instructions pertaining to purchasing.

3. Naval Logistics Library (NLL) and Federal Logistics Data (compact disc) of pertinent forms, publications, and stock numbers.

## 11. N442 Equipment Management (Enlisted)

a. Tasks

- (1) Maintains plant and minor property inventory records for COMNAVRESFOR and COMNAVSURFRESFOR. Conducts inventories and posts receipts, expenditures, and transfers of all property.

- (2) Assists with local vendor repairs of ADP equipment.

b. Knowledge

- (1) Senior storekeeper rating knowledge.

- (2) NEC of 2813 (Independent Duty Storekeeper Ashore).

- (3) Completed DON Purchase Card training.

- (4) Knowledge of plant and minor property inventory records, the Controlled Equipage Inventory System (CEIS), and the DPAS.

## 12. N443 Purchasing Coordinator COMNAVRESFOR (Senior enlisted or civilian)

a. Tasks

- (1) Reviews outstanding requisitions; processes follow-ups, cancellations, and MOVs.

- (2) Initiates supply purchases/requisitions using FASTDATA.

- (3) Drafts work requests, project orders, MIPRs, and monitors obligations and expenditures.

- (4) Receives financial updates from comptrollers; processes financial expenditures; reviews variance listing.

- (5) Performs financial accounting, maintains financial records, submits reports on time and monitors budget OPTARs.

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(6) Maintains the COMNAVRESFOR OPTAR.

b. Knowledge

(1) Senior storekeeper rating or civilian equivalent.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore) .

(3) Completed DON Purchase Card training.

(4) Working knowledge of:

1. FASTDATA.

2. All instructions pertaining to purchasing.

3. The NLL and Federal Logistics Data (on compact disc) of pertinent forms, publications, and stock numbers.

13. N444 Shipping and Receiving

a. Tasks

(1) Maintains the NLL and Federal Logistics Data (on compact disc) of pertinent forms, publications, and stock numbers.

(2) Assists with shipping and receiving incoming supplies.

b. Knowledge

(1) Working knowledge of:

1. FASTDATA.

2. CEIS/DPAS.

3. Streamlined Alternative Logistics Transmission System (SALTS).

14. N45 GTCC (Senior Enlisted)

a. Tasks

(1) Manager of all COMNAVRESFOR staff accounts.

(2) Monitors GTCC reports, identifies delinquency accounts, and provides statistical reports to DCOS for Logistics.

(3) Establishes member accounts, maintains personnel notification and acknowledgement letters, and transfers member's accounts when applicable.

(4) Advises COMNAVRESFOR activities on the proper administration of the GTCC program and provides training when requested.

(5) Attends senior-level conferences pertaining to the GTCC program.

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b. Knowledge

(1) Maintains effective working relationships with all echelons of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVRESFOR.

(2) Ability to:

(a) Apply sound, independent judgment in implementing and executing the various duties involved with the GTCC program.

(b) Supervise and manage subordinate staff.

15. N46 DCOS, Ashore Installation Management

a. Mission. Provides advice, consultation, and assistance to COMNAVRESFOR, COMNAVAIRESFOR, COMNAVRESFOR, and subordinate commands in all shore installation management matters.

b. Functions

(1) Serves as principal advisor to COMNAVRESFOR on all shore installation management issues.

(2) Serves as the principal advisor to COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVRESFOR on all quality of life, MWR, environmental, occupational, safety and health, physical security, and force protection issues.

c. Command Relationships. Administers and manages all shore installation activities (quality of life, environmental, safety and occupational health, and physical security) for COMNAVRESFOR, COMNAVRESFOR, and COMNAVAIRESFOR.

d. Key Processes

(1) Plans programs and performs analytical tasks connected with the formulation, justification, and execution of all Naval Reserve Shore Installation Management programs.

(2) Develops COMNAVRESFOR budget plans for Naval Reserve Shore Installation Management funds.

(3) Assesses current and future financial resource requirements for Real Property Maintenance (RPM), military construction, environmental programs, quality of life issues, safety and occupational health programs, Base Operating Support (BOS), and force protection programs.

(4) Develops policy and requirement criteria for all Naval Reserve Shore Installation Management programs.

e. Tasks

(1) Responsible for assessing current and future financial resource requirements for base facilities and operating support, military construction, environmental programs, quality of life issues, safety and occupational health programs, and force protection.

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(2) Develops COMNAVRESFOR budget and execution plans for RPM funds; environmental funds, quality of life funds, Navy Safety And Occupational Safety And Health Program (NAVOSH) and physical security funds.

(3) Performs analytical tasks connected with formulating; justifying, and executing BRAC allocations and initiatives.

f. Knowledge

(1) Civil Engineer Corps (CEC) officer designator.

(2) Facilities engineering subspecialty.

(3) Working knowledge and extensive experience in facilities and shore installation management programs.

(4) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

(c) Apply sound, independent judgment in implementing and executing the various duties involved with shore installation management programs.

(5) Broad knowledge of COMNAVRESFOR programs.

16. N461/N461A/N461B/N461C/N461D Plans, Programs and Resources (Officer or Civilian)

a. Tasks

(1) Provides shore installation management consultative advice and assistance regarding financial and manpower resources.

(2) Plans, develops, and formalizes initiatives and analytical studies relating to BOS reengineering, infrastructure reduction initiatives, Commercial Activities (CA), competitive sourcing, and regionalization initiatives.

(3) Directs, controls, appraises equitable distribution of resources required for COMNAVRESFOR BOS budget special interest areas, the procurement of utilities services, and automotive transportation equipment, the provision of public works, and other installation support services.

(4) Serves as COMNAVRESFOR point of contact for all issues relating to BOS budget special interest items requirements and assessments, facilities asset management, real estate, and strategic sourcing.

(5) Manages, facilitates, and serves as COMNAVRESFOR point of contact for Installation Claimant Consolidation (ICC)/Regionalization initiatives, BRAC initiatives, privatization, and Public/Private Ventures (PPV).

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(6) Establishes and maintains liaison for shore installation management with various Naval Systems commands, major claimants, OPNAV, OSD, Naval Facilities Engineering Command, and engineering field divisions, other DoD components and appropriate federal, state, and local agencies.

(7) Conducts inspections of subordinate activities and makes recommendations for improvements.

(8) Coordinates the preparation and presentation of Shore Installation Management within COMNAVRESFOR.

(9) Develops, evaluates, and implements COMNAVRESFOR Installation Management policy.

(10) Manages shore installation organizational and regional area coordination programs for COMNAVRESFOR. Facilitates installation policy development and evaluation.

(11) Manages and administers the Naval Reserve Force CA Competitive Sourcing Program.

(12) Administers the COMNAVRESFOR Intra-Service Support Agreement (ISSA) program.

(13) Coordinates real estate issues and agreements for COMNAVRESFOR.

b. Knowledge

(1) N461

(a) Possess one of the following: Facilities engineering or financial management subspecialty, Naval Postgraduate School Shore Installation Management Program graduate, Master of Business Administration, registration as an architect, or Professional Engineer.

(b) Ability to:

1. Plan, direct, and coordinate complex programs with a thorough working-knowledge of shore installation management, real property management, planning, programming, and budgeting programs.

2. Manage and supervise subordinate staff.

3. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as other lateral, superior, and subordinate commands.

4. Apply sound, independent knowledge in implementing and executing the various duties involved with shore installation management programs.

(c) Broad knowledge of COMNAVRESFOR missions and programs.

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(2) N461A (Officer/Civilian)

(a) Strategic Sourcing Officer for BOS Plans, Programs, and Resources.

(b) Possess one of the following: Facilities engineering or financial management subspecialty, Naval Postgraduate School Shore Installation Management Program graduate, Master of Business Administration, or registration as an architect or Professional Engineer.

(c) Working knowledge of shore installation management, OMB Circular A76; CA, government contracting, acquisition strategies, planning, programming, and budgeting programs.

(d) Ability to:

1. Analyze, develop, and implement effective business plans and CA competitions to aid in COMNAVRESFOR Base Process Reengineering (BPR) infrastructure reduction initiatives.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as other lateral, superior, and subordinate commands.

3. Apply sound, independent knowledge in implementing and executing the various duties involved with shore installation management programs.

(e) Broad knowledge of COMNAVRESFOR missions and programs.

(3) N461B (Civilian)

(a) Supervisory program analyst.

(b) Working knowledge of COMNAVRESFOR, Office of the Navy Comptroller, OSD, Federal accounting principles, and financial management policies, instructions, and statutes.

(c) Ability to

1. Manage and supervise subordinate staff.

2. Analyze, develop, and implement effective RPM budget plans.

3. Analyze, evaluate, and coordinate host-tenant agreements and ISSAs for COMNAVRESFOR.

4. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as other lateral, superior, and subordinate commands.

5. Apply sound, independent knowledge in implementing and executing the various duties involved with financial management and budgeting.



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(d) Broad knowledge of COMNAVRESFOR programs.

(4) N461C (Civilian)

(a) Realty Specialist.

(b) Working knowledge of COMNAVRESFOR, SECNAV, OSD, federal real estate and real property asset management policies, instructions, and statutes .

(c) Ability to:

1. Manage, facilitate, and coordinate various real estate issues, leases, licenses, and real property/facility asset program management.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as other lateral, superior, and subordinate commands.

3. Apply sound, independent knowledge in implementing and executing duties-involved in real estate and real property asset management.

(d) Broad knowledge of COMNAVRESFOR programs.

(5) 461D (Civilian)

(a) Program analyst.

(b) Working knowledge of COMNAVRESFOR and Navy accounting principles, financial management policies, instructions, and statutes.

(c) Ability to:

1. Account for RPN budget plans and prepare funding documents for issue to field activities and contracting officers.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as other lateral, superior, and subordinate commands.

3. Apply sound knowledge executing the various duties involved with accounting and finance.

(d) Broad knowledge of COMNAVRESFOR programs.

17. N462 Morale, Welfare and Recreation (MWR) Program Manager (Civilian)

a. Tasks

(1) Provides guidance and oversight for MWR budgets, Non-Appropriated Funds (NAF), and Appropriated Funds (APF).

(2) Performs oversight functions for all claimancy NAF funds.

(3) Manages the appropriated and nonappropriated operation and equipment funding for MWR activities.

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(4) Develops and publishes MWR policies for COMNAVRESFOR subordinate commands; ensures subordinate commands adhere to the policies from higher level directives.

(5) Manages the MWR NAF construction/repair program.

(6) Represents COMNAVRESFOR MWR advocate/representative at various Navy-wide meetings and working groups.

(7) Administers the unit allocation and equipment funding programs for decentralized unit funds at subordinate commands.

(8) Conducts command inspections and site assistance visits at MWR and Auxiliary Resale Outlet (ARO) programs within the COMNAVRESFOR claimancy.

b. Knowledge

(1) MWR Program Specialist.

(2) Working knowledge and extensive experience in NAF personnel management, financial management, management and operational analysis, procurement, property management, audit procedures, and APF/NAF budgeting process.

(3) Ability to:

(a) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVRESFOR as well as superior and subordinate commands.

(b) Apply sound, independent judgment in implementing and executing the various duties involved with MWR programs.

(4) Broad knowledge of COMNAVRESFOR programs.

18. N462A Administrative Assistant (Senior enlisted or civilian)

a. Tasks

(1) Initiates correspondence, directives, and regulations concerning quality of life/bachelor housing issues for NRAs.

(2) Coordinates berthing procedures and policy for the Naval Reserve.

(3) Provides guidance and assistance to bachelor quarter operations within COMNAVRESFOR claimancy.

(4) Plans, coordinates and conducts the Zumwalt/Innkeeper of the Year and Ney Awards.

b. Knowledge

(1) Mess Specialist rating or civilian equivalent.

(2) Working knowledge of procurement, finance, accounting, and budgeting functions within bachelor quarters operations.

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(3) NEC of 3538 (Navy Bachelor Quarters Management 'C' School).

(4) Ability to:

(a) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

(b) Apply sound, independent judgment in implementing and executing the various duties involved with bachelor quarters operations and management.

(5) Broad knowledge of COMNAVRESFOR programs.

19. N463/N4631/N4631A/N4631B/N463A/N4632B/N4632C/N4632D Facilities  
(Officers)

a. Tasks (Officer/Civilian)

(1) Executes the Shore Installations and Facilities Planning and Programming System (SFPS) for the Naval Reserve.

(2) Develops and recommends command-wide funding priorities to ensure that resultant DON 5-Year Military Construction Program Objectives are in support of the Navy 6-Year Defense Plan.

(3) Develops and manages executing a Facilities Management Program (maintenance, repair, rehabilitation) for the Naval Reserve including budget preparation and allocation of funds.

(4) Conducts inspections/reviews of Naval Reserve facilities by assisting in command reviews to recommend improvements, closures, consolidations, replacement, and/or joint multi-service occupancy.

(5) Establishes and maintains technical liaison for facilities interface with various Naval Systems commands, Naval Facilities Engineering Command and Field Divisions, other DoD components, and appropriate nonmilitary Federal, and State agencies.

(6) Provides on-site assistance to Reserve activities regarding SFPS.

(7) Provides overall guidance, policy direction, and technical data on Force facilities matters to ensure operational, training, and support requirements are met.

(8) Maintains liaison with DON offices and other federal and state agencies to coordinate joint planning, construction, and occupancy.

(9) Arranges for Engineering Services with the geographical Naval Facilities Engineering Command, Engineering Field Division, as required.

(10) Coordinates family housing issues for the claimancy.

(11) Coordinates facilities and utilities management actions for NRAs.

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(12) Initiates and coordinates COMNAVRESFOR action for energy conservation and NAVOSH projects.

(13) Maintains Shore Installation Management portion of command briefings, charts, slides, etc.

(14) Coordinates work requests with NAVSUPPACT Public Works,

b. Knowledge

(1) N463

(a) CEC or civilian equivalent,

(b) Facilities Engineering subspecialty.

(c) Working knowledge of facilities and real property management, transportation management, facilities planning, and military construction projects

(d) Ability to:

1. Manage and supervise subordinate staff.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as superior and subordinate commands.

3. Apply sound, independent judgment in implementing and executing the various duties involved with facilities management programs.

(e) Broad knowledge of COMNAVRESFOR programs.

(2) N4631 (Civilian)

(a) General engineer.

(b) Working knowledge of the military construction program, special projects program, shore facilities planning system, construction costs, and economic analysis.

(c) Ability to:

1. Manage and supervise subordinate staff.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVSURFRESFOR, and NAVSUPPACT New Orleans as well as superior and subordinate commands.

3. Apply sound, independent judgment in implementing and executing the various duties involved with shore installation management programs.

4. Prepare correspondence and instructions.

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(d) Broad knowledge of:

1. COMNAVRESFOR and COMNAVSURFRESFOR programs.
2. Computer software to include Microsoft Office.

(3) N4631A (Civilian)

(a) General engineer.

(b) Working knowledge of the Navy's shore facilities planning system, DoD military construction program, construction cost, and economic analysis.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVSURFRESFOR, NAVSUPACT New Orleans as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing the various duties involved with shore installation management programs.

3. Be flexible and work under short deadlines.

4. Communicate effectively, both orally and in writing,

5. Prepare correspondence and instructions.

(d) Broad knowledge of:

1. COMNAVRESFOR and COMNAVSURFRESFOR programs.
2. Computer software to including Microsoft Office.

(4) N4631B (Civilian)

(a) General engineer.

(b) Working knowledge of the Navy's special projects program, transportation program, construction cost, and economic analysis,

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing the various duties involved with shore installation management programs.

3. Communicate effectively, both orally and in writing.

4. Prepare correspondence and instructions.

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(d) Broad knowledge of COMNAVRESFOR, COMNAVSURFRESFOR, and NAVSUPPACT New Orleans programs,

(e) Knowledge computer programs including Microsoft Office.

(5) N4632A (Civilian)

(a) General engineer.

(b) Working knowledge of the Navy's shore facilities planning system, energy conservation and family housing programs, plus the DoD military construction program, construction cost, and economic analysis.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVSURFRESFOR, COMNAVAIRESFOR, and NAVSUPPACT New Orleans as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing the various duties involved with shore installation management programs.

3. Communicate effectively, both orally and in writing.

4. Prepare correspondence and instructions.

(d) Broad knowledge of COMNAVRESFOR and COMNAVAIRESFOR programs.

(e) Knowledge of Microsoft Office.

(6) N4632B (Civilian)

(a) General engineer.

(b) Working knowledge of the Navy's special projects program, construction cost and economic analysis.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR and COMNAVAIRESFOR as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing the various duties involved with shore installation management programs.

3. Be flexible and work under short dead lines.

4. Communicate effectively, both orally and in writing.

5. Prepare correspondence and instructions.

(d) Broad knowledge of COMNAVRESFOR and COMNAVAIRESFOR programs.

(e) Knowledge of Microsoft Office.

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## (7) N4632C Engineering Aide (enlisted/civilian)

(a) Facilities engineering experience or formal training.

(b) Ability to do drafting with computer aided design software or pencil and paper.

(c) Computer literate in the software used in preparing briefs, charts, etc.

(d) Ability to read plans to make planning and estimate calculations.

## (8) N4632D

(a) Currently enrolled in engineering curriculum leading to an engineering degree in any aspect of engineering.

(b) Ability to:

1. Do project work with COMNAVRESFOR, COMNAVSURFRESFOR, COMNAVAIRESFOR, NAVSUPPACT New Orleans, and NAS Joint Reserve Base (JRB) New Orleans.

2. Communicate effectively both orally and in writing.

(c) Broad knowledge of computer software to include Microsoft Office and engineering applications.

## 20. N464/N464A/N464B/N464C Environmental (officer/civilian)

a. Tasks

- (1) Conducts periodic Environmental Quality Assessments (EQAs), QIVs, inspections, and on-site environmental compliance evaluations to determine compliance with all civilian and Navy laws and policies.

- (2) Represents the Navy as the AEC/REC for the EPA Regions VI, VII, and VIII (an area comprised of fifteen states stretching from the Texas and Louisiana Gulf Coast(s), through the Mid-West Region of the United States and northward to the U.S./Canadian border).

- (3) Represents COMNAVRESFOR as the Navy On-Scene Coordinator (NOSC) for oil and hazardous material spills in EPA Regions VI, VII, and VIII.

- (4) Manages, directs, and administers the Hazardous Material Minimization (HAZMIN) and HAZMAT which include HAZMAT communication programs.

- (5) Interprets Navy policies and develops corollary COMNAVRESFOR policies for environmental compliance and restoration issues.

- (6) Develops and drafts directives, instructions, plans, and programs outlining COMNAVRESFOR policies, practices, and procedures for the implementation, management, and execution of environmental compliance, Pollution Prevention (P2), environmental remediation, and environmental restoration programs.

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(7) Ensures that subordinate commands are in compliance with the appropriate and applicable laws, regulations, and environmental requirements .

(8) Ensures COMNAVRESFOR and the AEC/REC are per the EPA's Monthly Management Review (MMR).

(9) Ensures COMNAVRESFOR and AEC/REC EPA Region(s) follow the DoD's Range Rule (RR).

(10) Issues guidance to activities regarding planning, programming, and budgeting of environmental requirements as well as the execution of environmental programs and projects nationwide.

(11) Ensures that all subordinate activities submit all environmental compliance, pollution prevention and/or environmental restoration requirements as soon as such requirements are reasonably anticipated or foreseen.

(12) Supports CNO (N4) as program assessment sponsor by providing detailed information in support of program baseline assessments.

(13) Manages data from environmental compliance issues and tracking of regulatory agency actions, Inspector General (IG) findings, informal audits at COMNAVRESFOR field activities, and provides follow-up review.

(14) Directs implementing innovative solutions to environmental compliance, P2, restoration, cost and legal-liability issues with the advice and assistance of the DON OGC Counsel (Environmental Law/Ethics) to COMNAVRESFOR in a dual capacity as echelon II major claimant SA for environmental programs, and as the Navy's AEC/REC representative for EPA Region(s) VI, VII, and VIII.

b. Knowledge

(1) N464

(a) Working knowledge of:

1. Environmental compliance, remediation, pollution prevention and shore conservation programs, and environmental engineering practices and principles.

2. Environmental instructions, policies, laws, and regulations inclusive of monetary and fiscal policies and requirements.

(b) Technical expert on all matters relating to the claimancies environmental programs nationwide; inclusive of but not limited to the following: Environmental compliance, cleanup, conservation, and pollution prevention.

(c) Ability to:

(1) Manage and supervise subordinate staff.

(2) Establish and maintain effective working relationships with all the levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as superior and subordinate commands.



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(3) Apply sound, independent judgment in implementing and executing the various duties involved with environmental program management and budget execution.

(d) Broad knowledge of COMNAVRESFOR programs.

(2) N464A Environmental Engineer

(a) Working knowledge of:

1. Environmental compliance, remediation, pollution prevention, and shore conservation programs and environmental engineering practices and principles.

2. Environmental instructions, policies, laws, and regulations inclusive of monetary and fiscal policies and requirements.

(b) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVRESFOR, and COMNAVRESFOR, including superior and subordinate commands as well as other federal, state and municipal agencies.

2. Apply sound, independent judgment in implementing and executing the various duties involved with environmental program management.

(c) Knowledge of COMNAVRESFOR programs.

(3) N464B Environmental Engineer

(a) Working knowledge of:

1. Environmental compliance, remediation, pollution prevention and shore conservation programs, and environmental engineering practices and principles.

2. Environmental instructions, policies, laws, and regulations inclusive of monetary, fiscal policies, and requirements.

(b) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVRESFOR, and COMNAVRESFOR including superior and subordinate commands as well as other federal, state, and municipal agencies.

2. Apply sound, independent judgment in implementing and executing the various duties involved with environmental program management.

(c) Knowledge of COMNAVRESFOR programs.

(4) N464C Environmental Engineer/Protection Specialist

(a) Environmental Engineer/Protection Specialist.

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(b) Working knowledge of:

1. Environmental compliance, remediation, pollution prevention, shore conservation programs, environmental engineering practices, and principles.

2. Environmental instructions, policies, laws, and regulations.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR including superior and subordinate commands as well as other federal, state, and municipal agencies.

2. Apply sound, independent judgment in implementing and executing the various duties involved with environmental program management.

(d) Knowledge of COMNAVRESFOR programs.

21. N465 Occupational Safety and Health (Civilian)

a. Tasks

(1) Develops, coordinates and manages the NAVOSH program.

(2) Maintains NAVOSH liaison throughout COMNAVRESFOR claimancy.

(3) Conducts program evaluation surveys and mishap investigations for COMNAVRESFOR claimancy.

(4) Conducts periodic IG inspections and evaluations to determine field activity compliance with DoD, federal, state, local, and Navy Safety and Health regulations, standards, and requirements.

(5) Conducts mishap investigations.

b. Knowledge

(1) NAVOSH Specialist.

(2) Possesses an expert technical knowledge of mishap prevention, safety, and health practices, safety management principles, practices, laws, instructions, and precedent decisions applicable to high risk aviation, industrial, maritime, and construction industries.

(3) Working knowledge of practical engineering methods, techniques, and fault tree analysis sufficient to evaluate and resolve occupational safety and health problems where standard methods are not applicable.

(4) Ability to:

(a) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR as well as superior and subordinate commands.

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(b) Apply sound, independent judgment in implementing and executing the various duties involved with NAVOSH programs.

(5) Broad knowledge of COMNAVRESFOR programs.

22. N466 Physical Security (Civilian)

a. Tasks

(1) Develops and publishes physical security program policies and provides technical guidance for COMNAVRESFOR subordinate commands concerning implementing security programs.

(2) Principal COMNAVRESFOR representative for security program issues with CNO (echelon I) and echelon II commands. Represents COMNAVRESFOR at CNO, interservice, interagency working groups, and meetings.

(3) Coordinates with comptroller to program funds for security programs. Validates projects for funding and conducts program reviews to justify resource requirements.

(4) Conducts periodic IG inspections and evaluations to determine field activity compliance with federal, state, local, and Navy regulations and requirements.

(5) Provides technical guidance on security program policies ensuring the objectives of the DON and COMNAVRESFOR security programs are met.

(6) Develops education and training programs to inform and increase awareness of force and personal protection among COMNAVRESFOR staff.

(7) Obtains required training for all subordinate command Antiterrorist Training Officers and Force Protection Officers responsible for providing level I Force Protection Training to all military and civilian personnel and adult family members traveling or relocating to overseas locations.

(8) Provides CNO Mobil Training Team schedules to COMNAVRESFOR security forces for specialized training.

(9) Manages, directs, and administers the COMNAVRESFOR Missing, Lost, Stolen, and Recovered (MLSR) Government Property Program.

(10) Serves as the COMNAVRESFOR Key and Lock Control Officer responsible for all security related key and lock functions. Maintains computerized inventory of all keys to Headquarters spaces.

b. Knowledge

(1) Security Specialist.

(2) Working knowledge and technical expertise of DoD and DON security programs and policies (collectively known as Physical Security, Force Protection, Law Enforcement, Crime Prevention, Loss Prevention, Sensitive Arms, Ammunition, and Explosives Security) .

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(3) Knowledge of state-of-the-art developments in the physical security and force protection fields to improve and implement new physical security and force protection systems and procedures.

(4) Skill in selecting and/or applying systems designed to control access, detect intrusion and losses and to protect property and personnel.

(5) Thorough knowledge of losses prevention procedures and techniques to ensure subordinate commands implement effective methods of preventing and detecting the loss of government property.

(6) Ability to:

(a) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVRESFOR, and COMNAVRESFOR as well as superior and subordinate commands.

(b) Apply sound, independent judgment in implementing and executing the various duties involved with physical security and force protection programs.

(7) Broad knowledge of COMNAVRESFOR programs.

23. N47 Flag Mess Manager (Senior Enlisted)

a. Tasks

(1) Operates the Flag Mess on a credit basis; responsible for ticket collection, billing, petty cash fund, and disbursement of funds by the Commissioned Officers Mess Open (COMO) military staff.

(2) Performs catering services in direct support of official command functions, as well as unofficial functions approved by the COMO Mess President.

(3) Ensures that all command catering and support costs do not exceed Official Representational Fund limits.

(4) Reports to the Mess Treasurer periodically to review the current financial status, expense to income ratio, and to identify and correct any discrepancies .

(5) Prepares and reviews with the Mess Treasurer the monthly financial statement and presents them to the Mess President.

b. Knowledge

(1) NEC of 3529 (Food Service Administration).

(2) Ability to supervise and manage subordinate staff.

(3) Working knowledge of private mess accounting procedures.

(4) Broad knowledge of COMNAVRESFOR programs and ability to apply sound judgment in executing the various duties involved in the operation of the Flag Mess.

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## Section VII - DCOS, Force Plans, Requirements, and Resources (N5/N8)

## 1. N5/N8 DCOS, Force Plans, Requirements, and Resources

a. Mission. Initiates, coordinates, and reviews Naval Reserve Deliberate and future planning, Force structure and CINC liaison policy matters and issues. Develops and disseminates Naval Reserve priorities and matches future resources to requirements. Manages, plans, implements, monitors, and evaluates the following programs: POM, CINC Integrated Priority Lists (IPL), and National Guard and Reserve Equipment (NG&RE). Identifies and coordinates requirements and capabilities developed from the Naval Force Plan. Formulates force structure and provides programmatic resource requirements directing the development of POM submission. Provides for assessments of programs and directives and adjusts for out-year procedures.

b. Function. Serves as principal advisor to COMNAVRESFOR on all matters pertaining to Force Plans, Requirements, and Resources. Provides recommendations and analysis on all internal and external developed plans, requirements and resources evaluating impact, and directing implementation strategy for the Naval Reserve Force.

c. Command Relationships. Coordinates and provides oversight of plans development with COMNAVAIRESFOR and COMNAVSURFRESFOR. Liaises with all DoD and DON commands (specifically OPNAV and CINCs, both unified and Navy) in developing and implementing future Naval Reserve plans.

d. Key Processes

## (1) Ensures:

(a) The analysis, evaluation, and requirements of the Naval Reserve Force are consistent with existing and future policy and directives.

(b) Naval Reserve policies and doctrine are developed and appropriate for the future of the Naval Reserve Force.

(c) Coordinating Naval Reserve Force mobilization plans.

(d) Naval Reserve programs are appropriate for accomplishing the mission.

(2) Identifies requirements and capabilities of the Force using Naval Reserve Force plans.

e. Tasks

(1) Reviews Joint Chiefs of Staff (JCS), DoD, DON, Unified CINC, and Fleet CINC directives for applicable policy and direction pertaining to Naval Reserve Force issues. Evaluates staff position papers concerning mission alternatives and other issues as they affect the Naval Reserve.

(2) Initiates studies and action on policy matters pertaining to the composition, organization, employment, and management of Naval Reserve Force.

(3) Provides oversight for the technical expertise required to mobilize the Naval Reserve.

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(4) Serves as COMNAVRESFOR POC for formulating resource requirements to achieve Naval Reserve program goals per Secretary of Defense (SECDEF), SECNAV, and CNO policies.

(5) Standing member of COMNAVRESFOR Awards Board and RPN working group.

f. Knowledge

(1) Naval War College graduate; completed DoD Emergency Preparedness Course and the Strategic Planning Seminar.

(2) Broad working knowledge of:

(a) Deliberate and Contingency Planning. Familiar with the Planning, Programming, and Budgeting System.

(b) COMNAVRESFOR programs.

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all levels of the COMNAVRESFOR Staff.

2. N5A Administrative Assistant (Enlisted)

a. Tasks

(1) Executes the administrative responsibilities for DCOS Force Plans, Requirements, and Resources (N5/N8).

(2) Provides policies and procedures for N5/N8 administrative matters .

(3) Advises the DCOS for Force Plans, Requirements, and Resources on administrative matters.

(4) Serves as Travel Coordinator for N5/N8. Writes all TAD orders, maintains travel budget, and submits requirements for annual/midyear budget formulation. Handles submitting of all travel claims.

b. Knowledge. Working knowledge of DoD, DON, and COMNAVRESFOR directives. Possess basic knowledge in the use of personal computers and associated software for word processing, e-mail, presentations, and Internet usage.

3. N5S Administrative Assistant (Civilian)

a. Tasks

(1) Assists with the administrative responsibilities for DCOS Force Plans, Requirements, and Resources N5/N8.

(2) Assists the travel coordinator for N5/N8 with TAD requests, orders, and travel budget. Assists with the submission of travel claims.

**22 FEB 2001**b. Knowledge

(1) Working knowledge of DoD, DON, and COMNAVRESFOR directives.

(2) Basic knowledge in the use of personal computers and associated software for word processing, e-mail, presentations, and Internet usage.

## 4. N51 Future Plans (Officer)

a. Tasks

(1) Plans the future of the Naval Reserve by initiating, directing, coordinating the analysis, and evaluation of requirements of the Naval Reserve Force.

(2) Analyzes and defines the Naval Reserve Mission within the framework of the National Military Strategy and evaluates Naval Reserve Force roles and missions in support of the National Strategy.

(3) Reviews JCS, DoD, DON, Unified CINC, and Fleet CINC directives concerning future Naval Reserve Force issues and missions. Evaluates staff position papers concerning mission alternatives and other applicable issues.

(4) Reports to the DCOS for Force Plans, Requirements, and Resources (N5/N8) in the performance of duties.

b. Knowledge

(1) Naval War College graduate; completed Strategic Planning Seminar and RLO schools.

(2) Broad working knowledge of:

(a) The Deliberate and Contingency planning process.

(b) COMNAVRESFOR programs.

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all levels of the COMNAVRESFOR Staff.

## 5. N51A Plans Administrative Assistant

a. Tasks

(1) Executes the administrative responsibilities for N51, N511, and N512.

(2) Advises N51, N511, and N512 on administrative matters.

(3) Plans meetings, takes minutes, and deconflicts schedules of N51, N511, and N512.

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b. Knowledge

(1) Working knowledge of DoD, DON, and COMNAVRESFOR directives.

(2) Basic knowledge in the use of personal computers and associated software for word processing, e-mail, presentations, and Internet usage.

6. N511 Administrative Assistant (Civilian)

a. Tasks

(1) Principal planner and program manager for the development of policy and guidelines in support of the National Security Emergency Preparedness, Military Support to Civil Authorities, Weapons of Mass Destruction, and the Navy Emergency Management Programs.

(2) Develops plans and policy for participation of Naval Reserve Force assets in the event of national emergency, natural disasters, and other contingencies.

(3) Supervises the development and execution of emergency preparedness plans and programs such as Continuity of Operations and the Naval Emergency Preparedness Liaison Officer programs.

(4) Serves as the program manager for officers within the Emergency Preparedness Liaison Officer Program. Serves as interface between Navy commands and the military and civil headquarters that have civil disaster contingency responsibilities.

(5) Coordinates Naval Reserve participation in civilian disaster operations and exercises.

(6) Reviews JCS, DoD, DON, Unified CINC, Fleet CINC and other authoritative directives concerning future Naval Reserve Force issues and missions. Evaluates staff position papers concerning mission alternatives and other applicable issues.

(7) Reports to the DCOS for Force Plans, Requirements, and Resources in the performance of duties.

b. Knowledge

(1) Detailed and extensive knowledge of the organization, functions, and operations of national, regional, and local military and civilian organizations that have responsibility for civil disaster contingency planning and operations.

(2) Broad working knowledge of:

(a) Staff organization within the Naval Reserve, and all branches of service at the national, and local levels.

(b) COMNAVRESFOR programs and directives.

(3) Working knowledge on the use of personal computers, associated software, and e-mail usage.



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## (4) Ability to:

(a) Articulate policy and positions on complex and sensitive issues.

(b) Establish and maintain effective relationships and gain confidence and cooperation of DoD, OPNAV, Fleet CINCs, Area Navy Commanders, and other Service Commanders.

(5) Knowledge and skill in applying a wide variety of management and research methods to develop courses of action for improvement of program operations and objectives.

(6) Successfully completing DoD Emergency Preparedness Course, Joint Staff Orientation/Operations Course, Weapons of Mass Destruction Course/Training, and Seminar for New Managers: Leading People.

## 7. N512 Administrative Assistant (Senior Enlisted)

a. Tasks

(1) Acts as primary point of contact for coordination and liaison with RLOs assigned to major joint unified, fleet, and gaining command staffs. Ensures structure, assignment, and employment of Naval Reserve assets to meet requirements of the active component force.

(2) Coordinates Naval Reserve participation in JCS, Fleet CINC, and other exercises.

(3) Assists in the development of long range plans for Naval Reserve involvement in Fleet exercises and contributory support.

(4) Reports to the Future Plans Officer (N51) in the performance of duties.

b. Knowledge

(1) Broad working knowledge of:

(a) Staff organization within the Naval Reserve.

(b) COMNAVRESFOR programs and directives.

(2) Possesses a thorough working knowledge on the use of personal computers and associated software for word processing, e-mail usage, correspondence, and brief preparation. Personnel should have knowledge of Joint, Unified, Fleet, and gaining command staffs.

(3) Ability to prepare correspondence and briefs in a clear, concise manner.

## 8. N513 Plans Administrative Assistant

a. Tasks

(1) Executes the administrative responsibilities for N51, N511, and N512.

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(2) Advises N51, N511, and N512 on administrative matters.

(3) Plans meetings, takes minutes, and deconflicts schedules of N51, N511, and N512.

b. Knowledge

(1) Working knowledge of DoD, DON, and COMNAVRESFOR directives.

(2) Basic knowledge in the use of personal computers and associated software for word processing, e-mail, presentations, and Internet usage.

9. N52 Policy/Doctrine (Officer)

a. Tasks

(1) Develops and assesses Naval Reserve Force policies and doctrine.

(2) Conducts study and initiates action on policy matters pertaining to the composition, organization, employment, and management of the Naval Reserve Forces.

(3) Prepares statements of Naval Reserve policy and annually reviews and updates policy directives.

(4) Evaluates impact and prepares recommendations on policy actions developed by SECDEF, SECNAV, CNO, COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(5) Evaluates Naval Reserve roles and missions within the framework of national strategy, joint, and naval doctrine.

(6) Reports to the DCOS for Force Plans, Requirements, and Resources in the performance of duties

b. Knowledge

(1) Naval War College graduate; completing the Strategic Planning Seminar.

(2) Broad working knowledge of:

(a) Deliberate and Contingency Planning. Familiar with the Planning, Programming, and Budgeting System.

(b) COMNAVRESFOR programs.

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all levels of the COMNAVRESFOR Staff.

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## 10. N521 Administrative Assistant (Senior Enlisted)

a. Tasks

(1) Advertises and coordinates the selection process for the composition/membership on the annual COMNAVRESFOR Policy Board.

(2) Advertises and collates items to be considered by the annual COMNAVRESFOR policy Board.

(3) Coordinates the convening of the annual Policy Board. Assists in drafting and publication of the Policy Board report upon the Board's adjourning.

(4) Coordinates the mid-year review and staffing of all remaining Policy Board issues.

(5) Reports to the Policy/Doctrine Officer (N52) in the performance of duties.

b. Knowledge

(1) Broad working knowledge of:

(a) Staff organization within the Naval Reserve.

(b) COMNAVRESFOR programs and directives.

(2) Thorough working knowledge on the use of personal computers and associated software for word processing, e-mail usage, correspondence preparation, and brief preparation.

## 11. N53 Force Mobilization Plans (Officer)

a. Tasks

(1) Coordinates all Deliberate Planning for the Naval Reserve.

(2) Oversees Naval Reserve participation in mobilizations, including exercises.

(3) Coordinates planning required to mobilize the Naval Reserve Force.

(4) Reviews guidance regarding Naval Reserve deliberate planning for real world and exercise scenarios.

(5) Prepares staff decision papers for Deliberate Plans issues.

(6) Serves as Global Command and Control System (GCCS) Designated Approving Authority (DAA).

(7) Serves as Mobilization IS functional manager.

(8) Serves as COMNAVRESFOR Mobilization Response Cell Instructor.

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b. Knowledge

(1) Naval War College graduate; successfully completed Strategic Planning Seminar and Basic Joint Operation Planning and Execution System (JOPES) course.

(2) Broad working knowledge of:

(a) The Deliberate Planning process.

(b) COMNAVRESFOR programs.

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all levels of the COMNAVRESFOR Staff.

(4) Top secret clearance required.

12. N53A Mobilization Plans Administrative Assistant (Enlisted)

a. Tasks

(1) Maintains library of all publications pertinent to the GCCS and Mobilization policy and procedures.

(2) GCCS Assistant TASO.

(3) Assists with (TPFDD) maintenance and review.

(4) Provides Reserve Force data to CINC planners.

(5) Disseminates Status Of Resources And Training System (SORTS) data.

(6) COMNAVRESFOR Mobilization Response Cell member.

(7) System administrator for maintenance of N53 Secret Internet Protocol Router Network (SIPERNET).

(8) Responsible for all administrative duties for N53.

(9) Handles top secret material.

b. Knowledge

(1) Working knowledge of the staff organization as well as broad knowledge of COMNAVRESFOR policies and directives as they relate to the Deliberate Planning and Mobilization process.

(2) Knowledge of personal computers and related software as requirement to use the GCCS and RTSS.

(3) Successfully completed Basic JOPES course.

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(4) Top secret clearance required.

13. N531 Force Mobilization Plans Analyst (Civilian)

a. Tasks

(1) Coordinates the Naval Reserve Force participation in the Deliberate Planning process.

(2) Assists the Mobilization Plans Officer. Provides technical expertise on the information systems required to mobilize the Naval Reserve Force.

(3) Represents COMNAVRESFOR at planning conferences.

(4) Coordinates participation in JCS sponsored exercises.

(5) Mobilization Watch Team member and instructor.

(6) Reviews mobilization documentation.

(7) Reviews RTSS, RSTARS, and other technical documentation to determine mobilization capabilities.

(8) Ensures Reserve Force TPFDD data is accurate and current

(9) GCCS Manager/TASO.

(10) Handles top secret material.

(11) Reports to the Force Mobilization Plans Officer (N53) in the execution of duties.

b. Knowledge

(1) In-depth knowledge of policy, procedures, and planning of all matters related to the mobilization of the Naval Reserve Force.

(2) Technical expertise required in the use of the GCCS/RTSS/RSTARS and the associated software on personal computers.

(3) Top secret clearance required.

(4) Completed Basic JOPES course.

14. N532 Mobilization Plans Administrative Assistant (Enlisted)

a. Tasks

(1) Maintains library of all publications pertinent to the GCCS and Mobilization policy and procedures.

(2) GCCS Assistant TASO.

(3) Assists with TPFDD maintenance and review.

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(4) Provides Reserve Force data to CINC planners using various methods.

(5) Disseminates SORTS data.

(6) COMNAVRESFOR Mobilization Response Cell member.

(7) System Administrator for maintenance of N53 SIPERNET.

(8) Responsible for all administrative duties for N53.

(9) Handles top secret material.

b. Knowledge

(1) Working knowledge of staff organization as well as broad knowledge of COMNAVRESFOR policies and directives as they relate to Deliberate Planning and Mobilization process.

(2) Knowledge of personal computers and related software as requirement to use the GCCS and RTSS.

(3) Successfully completed Basic JOPES course.

(4) Top secret clearance required.

15. N81 Resource Requirements (Officer)

a. Tasks

(1) Formulates resource requirements necessary to achieve Naval Reserve program goals per SECDEF, SECNAV, and CNO policy.

(2) Acts as the Naval Reserve lead agent in the Planning and Programming phases of the PPBS process.

(3) Tracks the POM with staff program managers and resource sponsors.

(4) Makes long and short term recommendations for requirement and resource adjustments within the Naval Reserve.

(5) Assists COMNAVRESFOR staff in the identification of any significant problem areas and the risk associated with funding levels provided in the FYDP.

(6) Serves as the program analyst and principal advisor to the DOCS for Resources, Requirements, and Assessments in all matters related to Force assessments of Reserve programs. Provides development of quantitative and qualitative measurements for programs, an analysis of program performance to benchmarks, and identifying problem areas.

(7) Reviews and advises on the impact of programmatic changes in the Naval Reserve plan.

(8) Reviews program policy and provides recommendations to enhance Force readiness.

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(1) Detailed knowledge and understanding of budgetary and financial policies, precedent setting decisions, methods, procedures, and regulations to forecast and oversee program funding activities.

(2) Ability to apply a broad range of analytical methods, statistical approaches, work measurement tools, survey development, and data collection techniques .

(3) Skill in oral and written communication; ability to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluations.

(4) Working knowledge of computer programs and equipment to include database, spreadsheet, and word processing functions.

(5) Successful completion of DON Navy PPBS Course and Strategic Planning Seminar.

## 16. N81A Force Program and Requirements (Enlisted)

a. Tasks

(1) Receives, routes, tracks, verifies, and endorses all fact and justification sheets relating to NRAs and units.

(2) Prepares, validates, and submits reports pertaining to Naval Reserve Force programs.

(3) Receives, tracks, and forwards correspondence pertaining to Reserve Force activity status.

b. Knowledge

(1) Broad working knowledge of:

1. Staff organization within the Naval Reserve claimancy.
2. COMNAVRESFOR programs and directives.

(2) Knowledge of:

1. DoD PPBS.
2. Financial management, budget process, and general Navy terminology related to financial management and the budget process.
3. The organization and function of military services within DoD.

(4) Possesses basic abilities in the use of personal computers and associated software for word processing, correspondence brief preparation, spreadsheets, and e-mail usage.

(5) Completed Principles of Navy Budgeting.

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17. N81B Resource Requirements (Civilian)

a. Tasks

(1) Serves as principle advisor to Force Requirements, Resources and Assessment Officer on matters regarding resource requirements necessary to achieve Naval Reserve program goals per SECDEF, SECNAV, and CNO policy.

(2) Coordinates the development of the NG&RE priority list.

(3) Directs the development of the IPL and its submission/integration with CINC IPLs.

(4) Acts as the Naval Reserve lead agent in the Planning and Programming phases of the PPBS process.

(5) Tracks the POM with associated staff program managers and resource sponsors.

(6) Makes long and short term recommendations, where appropriate, for requirement and resource adjustments for the Naval Reserve.

(7) Reviews programmatic policy and provides recommendations to enhance Force readiness.

b. Knowledge

(1) Detailed and intensive knowledge and understanding of governing budgetary and financial policies, precedent setting decisions, methods procedures, and regulations to forecast and oversee program funding activities.

(2) Ability to:

(a) Identify, analyze, and evaluate funding problems and develop alternative solutions to meet program goals and objectives.

(b) Analyze extensive program data/interrelationship and coordinate the preparing of accurate, reasonable plans and proposals; applying a wide range of methods used to gather, analyze, and evaluate resource planning information, draw conclusions, and recommend appropriate action.

(c) Establish and maintain effective relationships with and gain confidence and the cooperation of supervisors and managers to accept proposals on complex issues.

(3) Knowledge of:

(a) Financial management, budget processes, and general Navy terminology as it relates to federal and DON policy applicable to fund planning/management and DoD/DON contract development/administration procedures.

(b) The organization, function, and operations of the Congress of the United States, governmental agencies, and military services with DoD.



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(4) Skill in oral and written communication to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluation, including a working knowledge of computer programs and equipment to include database, spreadsheet, and word processing functions.

(5) Successfully completing Principles of Navy Budgeting, DON PPBS course, Practical Comptrollers course, and Strategic Planning Seminar.

18. N811 Force Program and Requirements (Enlisted)

a. Tasks

(1) Receives, routes, tracks, verifies, and endorse all fact and justification sheets relating to NRAs and units.

(2) Prepares, validates, and submits various reports and spreadsheets pertaining to Force Programs.

(3) Receives, tracks, and forwards correspondence pertaining to Reserve Force activity status.

b. Knowledge

(1) Broad working knowledge of:

(a) Staff organization within the Naval Reserve and externally to COMNAVRESFOR .

(b) COMNAVRESFOR's program and directives.

(2) Knowledge of:

(a) DoD PPBS.

(b) Financial management, budget processes, and general Navy terminology as it relates to financial management, budget process, Federal, and DON policy.

(c) The organization and function of military services within DoD.

(3) Possesses basic abilities in the use of personal computers and associated software for word processing, correspondence brief preparation, spreadsheets, and e-mail usage.

(4) Completed Principles of Navy Budgeting.

19. N811 Resource Requirements (Civilian)

a. Tasks

(1) Formulates resource requirements to achieve Naval Reserve program goals per SECDEF, SECNAV, and CNO policy.

(2) Coordinates the development of the NG&RE priority list.

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(3) Directs the development of the IPL and its submission/integration with CINC IPLs.

(4) Acts as the Naval Reserve lead agent in the Planning and Programming phases of the PPBS process.

(5) Tracks the POM staff program managers and resource sponsors.

(6) Makes recommendations for the requirements and resource adjustments to the Naval Reserve.

b. Knowledge

(1) Detailed and intensive knowledge and understanding of governing budgetary and financial policies, precedent setting decisions, methods procedures, and regulations to forecast and oversee program funding activities.

(2) Ability to:

(a) Identify, analyze, and evaluate funding problems and develop alternative solutions to meet program goals and objectives.

(b) Analyze program data and coordinate the preparation of accurate, reasonable plans, and proposals; applying a wide range of methods to gather, analyze, and evaluate resource planning information, draw conclusions, and recommend appropriate action.

(3) Knowledge of DON financial management, budget processes, and general Navy terminology and DoD/DON contract development/administration procedures.

(4) Skill in oral and written communication to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluation.

(5) Working knowledge of computer programs and equipment to include database, spreadsheet, and word procession functions.

(6) Completed Principles of Navy Budgeting, DON PPBS course, Practical Comptrollers course, and Strategic Planning Seminar.

20. N812 Force Assessments (Civilian)

a. Tasks

(1) Serves as the program analyst and principal advisor to Force Requirements and Assessments Officer (N81) in all matters related to Force Assessments of Reserve Programs. Provides development of quantitative and qualitative measurements for programs, analysis of program performance-to-benchmarks, and identification of problem areas.

(2) Analyzes:

(a) Existing and proposed program requirements to determine economies and efficiencies.

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(b) Demographic data regarding Reserve unit location and composition providing alternatives and recommendations.

(3) Provides analysis of the impact of programmatic changes in the Naval Reserve Plan.

(4) Develops:

(a) Measures of effectiveness to assess application of fiscal resources to Fleet requirements.

(b) Methodologies for measuring the overall mission effectiveness of COMNAVRESFOR.

(5) Directs and coordinates analysis pertaining to decisions, prioritization, and validation of requirements and resource issues.

b. Knowledge

(1) Detailed knowledge of a broad range of analytical methods and statistical approaches, work measurement tools, survey development, and data collection techniques.

(2) Broad knowledge of Reserve Programs.

(3) A general knowledge of:

(a) Financial management, budget processes, and Navy terminology related to financial management and the budget process; and Federal and DON policy applicable to fund planning/management and DoD/DON contract development, and administrative procedures.

(b) The organization, function, and operation of each echelon within the chain of command and their relationship to each other.

(4) Skill in oral and written communication to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluation.

(5) Working knowledge of computer programs and equipment to include database, spreadsheet, and word processing functions.

(6) Completing Strategic Planning Seminar.



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## Section VIII - DCOS, Force IT (N6)

## 1. N6 DCOS, Force IT

a. Mission. Provides quality, innovative, cost effective communications, and information systems focused on meeting customer requirements within budgetary constraints.

b. Functions

- (1) Strategic Information Technology and Communications Planning.
- (2) Policy formulation, adaptation, and promulgation.
- (3) Integration of technical and functional requirements.
- (4) Information technology and communications program oversight.
- (5) Deployment and implementing guidance.
- (6) Information and communications resource/financial accountability.
- (7) Planning, programming, and budgeting for force information technology.

c. Command Relationships

- (1) Chief Information Officer (CIO) for the Naval Reserve Force.
- (2) Liaises with COMNAVSURFRESFOR, COMNAVAIRESFOR, COMNAVRESCUITCOM, NAVRESINFOSYSOFF, Systems Executive Office for Manpower and Personnel (SEO/MP), CNO (N095, N6, and N12); and Commander, Space and Naval Warfare Systems Command (COMSPAWARESYSCOM).

d. Key Processes

- (1) Provides comprehensive strategy to develop and submit an annual Instant Message (IM)/IT Strategic Plan. Consolidates DON CIO, DoD CIO, and Federal CIO strategic guidance; and facilitates the integration of COMNAVRESFOR inputs into the DON IM/IT Strategic Plan. Provides a basis for COMNAVRESFOR selection and funding of IM/IT projects.
- (2) Supports the design and implementing streamlined, efficient programs that take advantage of IM/IT capabilities. Provides a COMNAVRESFOR methodology to support IT enabled business process reinvention, supporting tools, and reusable process models for best practices.
- (3) Provides the common architectural framework for interoperability, security, and connectivity for the COMNAVRESFOR community of users. Includes current infrastructure baseline, a target infrastructure plan, and a supporting migration plan. The intent is to develop a COMNAVRESFOR wide IM/IT architecture that addresses common technology, systems tools, and information requirements.
- (4) Manages the adoption and evolution of DoD and DON-wide IM/IT standards that support the Overarching Infrastructure Planning (Operational Systems) architectures. These support the development, validation, and

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verification of standards that support communication and information interoperability.

(5) Quantifies how well COMNAVRESFOR meets its goals, objectives, and initiatives . IT supports decisions among alternative projects and measures ongoing project execution.

(6) Identifies and recommends acquisition of IM/IT business solutions and promotes their implementation. Ensures IM/IT architecture standards requirements are included in acquisitions and contracts.

e. Tasks

(1) CIO.

(2) Program Decision Authority.

(3) Configuration Executive Board (CEB) Chair.

f. Knowledge

(1) Primary NOBC of 2612 (Management IS Officer).

(2) Subspecialty Code in either IT Management (0089) or Computer Science (0091).

(3) Thorough knowledge of IM/IT strategies, policies, plans, architecture, standards, guidance, infrastructure, programming, and process improvement.

(4) Ability to:

(a) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, SEO/MP, NAVRESINFOSYSOFF, COMNAVRESCUITCOM, COMSPAWARESYSCOM, CNO (N095, N6, and N12); as well as superior and subordinate commands.

(b) Apply sound, independent judgment in implementing, executing, and evaluating the performance of IT programs and projects.

(c) Promote the effective and efficient design and operation of all major information resources management processes, including improvements to the work processes of the Naval Reserve.

(d) Manage and supervise subordinate staff; plan for the hiring, training, and professional development to provide adequate knowledge and skills in information resources management.

(e) Present briefings and serve as a COMNAVRESFOR representative at meetings and conferences with representatives of other government agencies, participating organizations, and contractors/subcontractors.

(5) Broad knowledge of COMNAVRESFOR IT programs.

(6) Knowledge of:

(a) The PPBS policies and procedures.

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(b) Naval messaging and communications.

## 2. N6S Administration (Enlisted)

a. Tasks

- (1) Administrative support
- (2) Training coordinator
- (3) Civilian personnel liaison
- (4) Timekeeping clerk
- (5) Supply clerk

b. Knowledge

- (1) Yeoman rating.
- (2) Thorough knowledge of the Navy Correspondence Manual with the ability to accurately type messages, route incoming and outgoing mail, purchase supplies, and maintain stock levels.
- (3) Ability to perform civilian personnel liaison, training coordination, and timekeeping skills.
- (4) Knowledge of:
  - (a) The RITS program designed to manage travel funding and liquidating travel orders.
  - (b) Basic computer skills. Proficiency in GroupWise, Microsoft Word, Access, Excel, and PowerPoint.

## 3. N61/N61A IT Plans and Policy (Officer/Civilian)

a. Tasks

- (1) Reviews IM/IT Policy (instructions/directives).
- (2) Responds to data calls/special projects (AIS Catalog (ACAT), Congressional Backup Book (CBB), Policy Board Issues (PBIs), etc.).
- (3) Coordinates strategic planning (Business Systems Plan (BSP)).
- (4) Conducts requirements planning (Component Information Management Plan (CIMP), and provides POM, and Program Review (PR) responses).
- (5) Oversees planning for logistics, financial, training, manpower, and recruiting programs.
- (6) Supervises management level Configuration Management (CM), Capability Maturity Model (CMM), Software Process Improvement (SPI), and Business Process Reengineering (BPR).

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b. Knowledge

(1) N61 (Officer)

(a) Primary NOBC of 2612 (Management Information Systems Officer).

(b) Subspecialty code in either Information Technology Management (0089) or Computer Science (0091)

(c) Thorough knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, and infrastructure.

(d) Ability to:

1. Apply sound, independent judgment in implementing and executing various COMNAVRESFOR and higher authority plans and policies for IM/IT.

2. Work as a team member on COMNAVRESFOR and higher authority IM/IT planning and policy boards.

3. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, SEO/MP, NAVRESINFOSYSOFF, COMNAVRESCUITCOM, COMSPAWARESYSCOM, CNO (N095, N6, and N12); as well as superior and subordinate commands.

4. Manage and supervise subordinate staff.

5. Present briefings and serve as COMNAVRESFOR's representative at meetings and conferences with representatives of other government agencies, participating organizations, and contractors/subcontractors.

(e) Broad knowledge of COMNAVRESFOR Information Systems and infrastructure programs regarding where they fit within the DON and DoD plans and policies for IM/IT.

(f) Knowledge of approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes to existing policies and procedures.

(2) N61A (Civilian)

(a) Knowledge of:

1. System engineering techniques including requirements definition, design, development, implementation, test and evaluation, post-deployment support, and the relationship that these functions have to project planning, software engineering, and information engineering.

2. Principles, concepts, and methodologies related to quality assurance, and ability to apply this knowledge to the planning and accomplishment of a variety of highly complex and visible work assignments,

3. Ability to apply conventional methods used to gather, analyze, and evaluate information concerning IM/IT processes.



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4. Agency IM/IT procurement procedures sufficient to advise management on these matters as they relate to information systems and the supporting infrastructure.

5. Planning, organizing, and analyzing methodologies necessary to conduct IM/IT studies and evaluations.

6. Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing policies and procedures.

7. Command goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of accomplishments.

(b) Ability to:

1. Draw conclusions and recommend appropriate action.

2. Research, analyze, interpret and apply rules, regulations, and procedures.

3. Recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

4. Sufficiently develop and communicate findings and recommended solutions via written correspondence, verbally and in graphs and charts.

5. Establish and maintain effective working relationships with all levels of management.

4. N62/N62D/N62M/N621/N621A/N621B/N621C/N621D Technology Infrastructure Program Management (Officer/Enlisted)

a. Tasks

(1) Provides technical expertise on IT.

(2) Liaises with Government organizations and contractors for technical support.

(3) IT infrastructure CCB Chair.

(4) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

(5) Coordinates IT Acquisition Paper (ITAP) processing, tracking, and reporting.

(6) Performs the following IT logistics functions: Procures IT Hardware and Office Automation (OA); certifies invoices, maintains Table of Allowance (TOA); performs inventory management and reporting.

(7) Plans IT infrastructure architecture and provides Commercial off The Shelf (COTS) hardware/software guidelines.

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(8) Manages and monitors the VIP Tiger Team (Desktop Support), the Help Desk, and the network.

(9) Provides webmaster services, including technical and content support; monitors operations support, and performs project management (e.g., Defense Messaging System (DMS)).

b. Knowledge

(1) N62 (Officer)

(a) Subspecialty code is either Information Technology Management (0089) or Computer Science (0091).

(b) Primary NOBC of 9720 (ADP Plans Officer).

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, SEO/MP, NAVRESINFOSYSOFF, COMNAVRESCUITCOM, COMSPAWARESYSCOM, and CNO (N095, N6, N12); as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing various duties involved with the computer and communications infrastructure supporting plans and strategies.

3. Manage and supervise subordinate staff.

4. Present briefings and serve as a COMNAVRESFOR representative at meetings and conferences with representatives from other government agencies, participating organizations, and contractors/subcontractors.

(d) Knowledge of:

1. DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, and infrastructure.

2. COMNAVRESFOR IS and infrastructure programs regarding where they fit within the Defense Information Infrastructure and DoD Joint Technical Architecture.

3. Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

4. Naval messaging and communications.

(2) N62D Webmaster

(a) Knowledge of:

1. Unix/NT Server, administrative and Internet mail, File Transfer Protocol (FTP) and web servers, Local Area Network (LAN)/Wide Area Network (WAN) protocols and topologies, Microsoft Exchange 5.X, MS Windows

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95/98, networking experience with client/server and remote Transmission Control Protocol (TCP)/Internet Protocol (IP) procedures, Dynamic Hypertext Markup Language (DHTML), Hypertext Markup Language (HTML), Common Gateway Interface (CGI), Practical Extraction and Report Language (PERL), Java Script, and PhotoShop 5.0.

2. Up-to-date web technologies to extend or enhance the web site, as necessary, to fulfill mission requirements and fleet support.

3. IT regulations and practices.

(b) Ability to:

1. Establish and maintain effective relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

2. Supervise, train, and assist department command webmasters in establishing/maintaining web pages and world wide web procedures.

3. Develop and maintain a 650 to 700 page web site.

4. Assist in maintaining standards of security, content, and data integrity.

5. Code HTML and upload files for posting on the world wide web.

6. Create and design web friendly graphics.

7. Evaluate and recommend software, hardware systems, and configurations.

8. Provide DoD and DON web guidance and direction to lower echelon commands and field activities.

(3) N62M (Senior Enlisted)

(a) Primary NEC of RM-2735 (Information Systems Administrator).

(b) Member of the Planning Board For Training (PBFT).

(c) Ability to:

1. Manage and supervise subordinate staff.

2. Provide professional and military counseling to subordinate staff.

3. Interface with technical managers and field activities and establish policy based on existing resources.

4. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR, as well as superior and subordinate commands.

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(d) Working knowledge of COMNAVRESFOR PDB, Disciplinary Review Boards (DRB), screening boards for various enlisted/officer programs, and the ability to make sound and fair recommendations to Convening Authorities.

(e) Thorough working knowledge of the DMS.

(f) Required to attend Electronic Key Management System (EKMS) Manager Course of Instruction (COI) (V-4C-0013).

(g) Must be EKMS inspector certified.

(h) Extensive working knowledge of EKMS to provide Communications Material Security (CMS) system guidance, and inspect subordinate EKMS accounts.

(i) Expert knowledge of the EKMS publications CMS 21 and EKMS 704.

(j) Extensive knowledge of the Secure Telephone Third Generation (STU-III) program.

(k) Collateral duties include EKMS Manager, CA for secure telephone key ordering and administration, and Information System Security Officer (ISSO).

(4) N621 (Senior Enlisted)

(a) Ability to:

1. Manage COMNAVRESFOR, COMNAVRESFOR, COMNAVRESFOR, SEO/MP, and NAVRESINFOSYSOFF Communications Center.

2. Supervise subordinate personnel in Naval message procedures and ADP support.

3. Manage Video-Teleconferencing (VTC) equipment and scheduling connectivity.

(b) Working knowledge of Naval message requirements, publications, and collateral responsibilities.

(c) Alternate EKMS Manager COI (V-4C-0013).

(d) Must have performed the duties as CMS Custodian in the past 3 years.

(5) N621A/N621B/N621C/N621D

(a) IT rating.

(b) Primary NEC of RM-2750 (Small Computer System Specialist).

(c) Ability to:

1. Design, implement, and monitor microcomputer peer to peer network; microcomputer/mainframe network integration; and microcomputer based VTC systems.

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2. Install network operating and application software.
3. Implement network connection and conduct preliminary training on access methods.
4. Manage/maintain internal site networks to include but not limited to NetWare, UNIX, and Windows/NT.
5. Manage system life cycle and AIS security implementation.
6. Monitor and improve network performance; and maintain and operate network diagnostic devices.
7. Conduct first level network software and hardware corrective actions.
8. Perform the operation, set-up and installation, upgrades, maintenance, and security of small computer systems and components.
9. Use small computer system resource management and tools, and administer configuration and life cycle programs for small computer systems.
10. Process LAN connectivity and implementing other resource sharing capabilities.
11. Effect AIS security procedures.
12. Analyze and evaluate system security technology, policy, and training requirements in support of National, DoD, and DON Information Security (INFOSEC) policies.
13. Implement DON risk management programs.
14. Develop and maintain system accreditation and support documentation.
15. Review and validate proposed system changes.
16. Maintain activity INFOSEC plans.
17. Develop information systems contingency plans and system security plans.
18. Supervise communication assets.
19. Receive, log, and follow up on LAN/WAN trouble reports.
20. Verify, process, and route incoming and outgoing messages.
21. Monitor message traffic flow and backlogs.
22. Perform basic functions in Naval message processing, communications security procedures, and communications database processes.

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(d) Familiar with all aspects of an information system within the activity and basic understanding of the information pathways external to the lifeline of the activity, from data originator to end-user.

(e) Possesses a basic understanding of database management.

(f) Accountable for installation of application software, initial user training and primary interface to user on matters pertaining to small computer technology and applications.

(g) Function as the activity's accreditation action officer, focal point, and principal advisor for all command INFOSEC matters in compliance with governing directives and instructions.

(h) Knowledge required to coordinate trouble calls with users.

(i) Knowledge to determine causes of application program error conditions and impact of system errors.

(6) N622A/622B (Two civilians)

(a) Knowledge of:

1. COMNAVRESFOR standards and policies, computer system design, and techniques.

2. Subject area work processes, terminology, and a familiarity with precedents and alternative automated approaches used in comparable organizations; ability to effectively advise on the merits of proposed projects before the decision to automate/or modify.

3. Systems structure, work processes, and databases involved in other subsystems/systems, and the ability needed to recognize possible conflicts.

4. Standard practices employed by database administrations programmer, as well as advanced design, development techniques, and methodologies.

5. Budgeting and contracting for services procedures and regulations to formulate criteria and monitor contractor's work performance.

(b) Skill at:

1. Relating project tasks to the overall priorities of the organization to affectively guide the group's efforts in accomplishing projects.

2. Written and oral communications; ability to prepare presentations and briefs to top management.

5. N63/N63A/N63B Reserve Information Systems Management (Officer/Civilian)

a. Tasks

(1) Performs project management for logistics, financial, training, manpower, and recruiting programs.

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- (2) ITAP processing for information systems,
- (3) Provides Configuration Management (CCBs), special project support, and Data Management (DM).
- (4) Coordinates software development (contractor support).

b. Knowledge

- (1) N63 (Officer)
  - (a) Subspecialty Code of Information Technology Management (0089) or Computer Science (0091).
  - (b) Primary NOBC of 2612 (Management Information Systems Officer) .
  - (c) Thorough knowledge of IM/IT strategies, policies, plans, architecture, standards, guidance, infrastructure, and process improvement.
  - (d) Extensive knowledge of COMNAVRESFOR programs.
  - (e) Ability to:
    - 1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, SEO/MP, NAVRESINFOSYSOFF, COMNAVRESCUITCOM, COMSPAWARESYSCOM, CNO (N095, N6, and N12); as well as superior and subordinate commands.
    - 2. Apply sound, independent judgment in implementing and executing various duties involved with IM/IT.
    - 3. Manage and supervise subordinate staff.
    - 4. Present briefings and serve as a COMNAVRESFOR representative at meetings and conferences with representatives of other government agencies, participating organizations, and contractors/sub-contractors.

(2) N63A/N63B (Civilian)

- (a) Knowledge of:
  - 1. Systems analysis and design techniques, alternative design approaches, and computer equipment requirements to carry out studies on the merits of proposed applications, designs, and design changes.
  - 2. The characteristics of the computer equipment/systems in the Reserves, other agencies, and the private sector for accomplishing similar applications.
  - 3. Pertinent equipment advances to plan and carry out evaluations of alternate equipment configurations for proposed systems.
  - 4. Agency ADP standards and policies and familiarity with procurement procedures to advise leaders of ADP projects on these matters as they relate to computer systems.

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5. Navy ADP policies and standards, and computer equipment evaluation techniques to perform systems analysis and performance analysis assignments.

6. Application software design and development techniques and Navy policies and procedures pertaining to applications software.

7. Standard new or revised policies, practices, and technical management guidelines.

8. System software and system development life cycles.

(b) Skill at relating aspects and parts of a project to the overall needs of the Command.

6. N64 IT Resource Management (Civilian)

a. Tasks

(1) Coordinates IT resource requirements, IT unfunded requirements coordination, and resource analysis support.

(2) Provides financial data analysis for CEB and budget submission coordination for IT requirements.

(3) Contracting Officer's Representative (COR).

(4) Provides budget information and guidance for POM/PR planning.

b. Knowledge

(1) Knowledge of:

(a) IT Resource laws, rules, and regulations.

(b) Cost and economic analysis principles, techniques, and practices.

(2) Comprehensive knowledge of COMNAVRESFOR's goals, objectives, resources, functions, sources, and requirements concerning IT plans.

(3) Ability to:

(a) Research, analyze, interpret, apply rules, regulations, and procedures.

(b) Recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

(c) Apply sound, independent judgment.

(d) Stratify resources against approved programs, monitor plans, present data to support decisions, and monitor budget execution for IT resources.

(e) Work as a team member.



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(f) Establish and maintain effective working relationships within all levels of COMNAVRESFOR as well as superior and subordinate commands and outside activities.

(g) Communicate findings and recommended solutions verbally and provide written correspondence using graphs and charts.



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## Section IX - DCOS, Training (N7)

## 1. N7 DCOS, Training

a. Mission. Exercises overall policy direction, control, management, and assessment of Naval Reserve Training.

b. Function. Provides overall policy guidance for training of the Naval Reserve Force.

c. Command Relationships

(1) Liaisons with CNO (N095), COMNAVSURFRESFOR, COMNAVAIRESFOR, CNET, NAVRESPRODEVCEEN, Naval Education and Training Professional Development Center, and Naval Air Warfare Center Training Systems Division in establishing Naval Reserve Distributive Learning Requirements.

(2) Represents the Naval Reserve to DoD, other government departments, agencies, and civilian activities on matters pertaining to the development, review, and implementing Naval Reserve training and education.

(3) Liaises with CNET and Naval Education and Training Professional Development Training Center in developing training technology.

d. Key Processes

(1) Administers, monitors, verifies, and reports training policy for the Naval Reserve Force.

(2) Provides guidance to the Naval Reserve Force to attain and maintain the highest practical degree of readiness to meet mobilization and contributory support requirements.

e. Tasks

(1) Establishes policies and standards for Naval Reserve education and school training plans and programs.

(2) Provides programming support for the CNET.

(3) Establishes, issues, and updates training and education policies for programs which cross multiple resource sponsors or claimants including: Officer and enlisted programs, joint programs, systems acquisition, new technology, training devices, technical training equipment, and training reviews.

(4) Develops naval and joint school training and education in support of naval, joint, and combined doctrine.

(5) Coordinates the actions of subordinate commands to identify and satisfy naval and joint training education requirement.

(6) Serves as functional manager of RSTARS Training Module (RSTARS(TM)), Computer Training Module (CTM), and Reserve Billet Training Program (RBTP) programs to support data collection and document the completion of Naval Reserve training.

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(7) Develops data to support POM/PR for Fiscal Year 2001 requirements for PPBS, training systems and ADT schools funding.

(8) Identifies and coordinates the assignment of qualified instructors/facilitators for general military training, rate training, and other professional training.

(9) Supervises personnel in all matters pertaining to Naval Reserve Force training issues.

f. Knowledge

(1) Thorough knowledge of Professional Military Education (PME) management pertaining to a naval officer's education in National Security, Joint Operations, Strategy, and Policy.

(2) Ability to audit course curriculum, make recommended revisions and provide insight as a member of the NAVRESPRODEVCON Course Review Committee.

(3) Understanding of resource planning and capable of integrating results into the POM process. Including AT/ADT funding for schools.

2. N7S Administrative Assistant (Enlisted)

a. Tasks

(1) Executes administrative responsibilities for DCOS Force Training (N7).

(2) Advises N7 on matters concerning administration.

(3) Serves as Staff Travel Coordinator for N7. Writes TAD orders, maintains travel budget, and submits annual/midyear budget requirements.

(4) COMNAVRESFOR Web Page Master and Web-Based Computer Training point of contact. Maintains and updates N7's Web Page.

b. Knowledge

(1) Thorough knowledge of the Correspondence Manual, administrative procedures, and MDS.

(2) Broad working knowledge of Microsoft Office and other related computer programs, including WEB page design and upkeep.

3. N71 Training Policy and Plans (Officer)

a. Tasks

(1) Serves as the principal advisor to N7 on matters pertaining to policies, procedures and standards for training the Naval Reserve. Reports to N7 for plans, training, and mobilization in the performance of duties. Disseminates all CNO directives and instructions.

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(2) Assesses the planning and programming of all Naval Reserve training and educational programs. Tracks POM development for training both COMNAVRESFOR and COMNAVSURFRESFOR staffs.

(3) Prepares documents and supporting workpapers to submit for planning, programming, and budgeting of ADT funds for schools.

(4) Supervises and analyzes the planning and executing of ADT school requirements into training databases.

b. Knowledge

(1) Able to direct studies and research necessary to develop force plans.

(2) Capable of resource planning and integrating results into the POM process.

(3) Knowledge of Reserve Force policy issues to provide responses to COMNAVRESFOR Policy Board.

(4) Thorough knowledge of the Naval Education and Training organizational structure and operation. Includes all levels from CNO to the activity conducting the education, training, or providing support.

(5) Capable of resource planning and integrating results into the POM process.

4. N712 Training Policy and Plans (Senior Enlisted)

a. Tasks

(1) Monitors Non-Prior Services (NPS) for accurate personnel attendance and flight scheduling. Coordinates with NAVPRODEVCON and COMNAVRESFOR Orderwriting Department for potential problems.

(2) Oversees the Headquarters computer lab to include scheduling computer time, monitoring computer status, and ensuring personnel have access to the computer base training course, National Education Training Group (NETG).

(3) Retrieves and analyzes data elements for AT/ADT orders, Naval Reserve Force advancement results, and Headquarters training completion.

(4) Serves as Leadership Training Continuum (LTC) program manager. Tracks and provides quotas for COMNAVRESFOR personnel requiring LTC. Functional expert of Naval Reserve attendance policy and quota system.

(5) Serves as Navy Integrated Training Resources and Administration System (NITRAS) coordinator. Extracts data and analyzes school history for tri-staff personnel.

(6) Maintains all graphic material, supplies, and equipment.

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b. Knowledge

(1) Well-versed in education and training applications of ADP and other computer applications.

(2) Understanding of resource planning and capable of integrating results into the POM process.

(3) Thorough knowledge in the naval education and training organizations structure and operation, including all levels from CNO to the activity conducting the education or training or providing support.

5. N712A Program Manager (Enlisted)

a. Tasks

(1) Oversees the Naval Reserve Officer Foreign Exchange Program at host command in England or Germany. Provides administrative support for personnel orders and arranges travel for Foreign Exchange program selectees.

(2) Oversees the NEC conference COMNAVRESFOR (N122) as required by COMNAVRESFORINST 5354.7A. Represents COMNAVRESFOR (N7) at PME course planning conferences.

(3) Prepares messages to advertise and coordinates the selection process of officer applications for the Naval War College (NWC) and National Defense University (NDU), Foreign Exchange Program, Canadian Forces College, and NATO Defense University selection boards. Monitors selected officers for order creation/travel and schoolhouse quotas to PME Schools. Review and approve RIMS Order Module (RIMS/OM)/RESFMS ADT order applications for PME selectees .

(4) Manages the COMNAVRESFOR (N7) ADT schools funding account and ADT contributory support days for CNET, NWC, NDU, and the Naval Warfare Development Center.

(5) Responsible for PME management of the courses designed to increase a naval officer's education in areas such as National Security, Joint Operations, strategy, and policy.

b. Knowledge

(1) Understanding of resource management systems, including how resources are acquired, accounted for, and allocated.

(2) Broad knowledge of automated data systems to include RESFMS, NITRAS II, Microsoft Office, computer orderwriting system, and other related computer programs.

6. N72 Training Systems (Officer)

a. Tasks

(1) Provides coordination of information technology and training systems technology for the Naval Reserve. Coordinates the Naval Reserve Distributed Learning Plan.

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(2) Coordinates analysis of proposed training purchases for appropriate instructional delivery methodology, design, development, and application of Interactive Courseware.

(3) Coordinates the analysis, assessment, and execution of training requirements for the Naval Reserve Distributed Learning initiative.

(4) Monitors and analyzes new technological developments, provides reports and recommendations on education innovations, and conducts special projects as requested by higher authority.

(5) Reviews all sources of available training material including those provided using Computer Based Training (CBT) and the Internet. Reviews products submitted by prospective vendors, coordinates reviews with echelon III trainers and makes recommendations on purchase decisions.

(6) Coordinates Video Tele-Training (VTT) usage at the Naval Reserve Professional Development Center and VTT Completion Reports.

(7) Liaises with Naval Education and Training Professional Development Training Center and NAVRESPRODEVCCEN as appropriate for management of the Standard Training Activity Support System at the NAVRESPRODEVCCEN.

(8) Liaises with CNET to ensure Naval Reserve training requirements and limitations are considered/met in development of Total Force Training Policies, (e.g., General Military Training (GMT), LTC, CNET developed computer based training, Information Assurance Certification.)

b. Knowledge

(1) Ability to:

(a) Understand new approaches, improvements of existing technology, and new knowledge which comes primarily from research.

(b) Discuss and use the Research and Development (R&D) process to improve the education and training system. Ability to list the various means through which new and existing R&D information can be obtained.

(2) Knowledge of Navy instructions to be able to find specific R&D guidance as required.

(3) Well-versed in education and training applications of ADP and other computer applications.

7. N73 Professional Development Department Head (Officer)

a. Functions

(1) Also serves as CO, NAVRESPRODEVCCEN. Principal advisor to COMNAVRESFOR (N7) on matters pertaining to TAR and SELRES schoolhouse training and education.

(2) Coordinates with COMNAVRESFOR, CNET, and principal development activities, as appropriate, for the development, delivery, installation, and life-cycle support of training devices, curricula, and technical training equipment to meet training requirements.

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(3) Ensures that training equipment is maintained in proper configuration to support operational requirements and ensure training software is technically current.

b. Tasks

(1) Develops policies and courses to improve the professional and technical capabilities of the Force as directed by N7.

(2) Schedules and supervises formal training for applicable courses as required.

(3) Coordinates and monitors quality classroom training for NRAs.

(4) Maintains attendance records and reports applicable formal training courses via the NITRAS reporting procedure,

(5) Establishes, issues, and updates training and education policies for functional areas or programs which cross multiple resource sponsors or claimants including: Officer programs, enlisted programs, joint programs, system acquisition, new technology, training devices, technical training equipment, and training reviews.

(6) Responsible for PME management of the courses designed to increase a naval officer's education in areas such as National Security, Joint Operations, Strategy, and Policy.

(7) Audits course curriculum, makes revisions and participates as a member of the NAVRESPRODEVCEEN Course Review Committee.

(8) Identifies and coordinates the assignment of qualified instructors/facilitators for general military training, rate training, and other mandated professional training.

(9) Coordinates the execution of all training requirements and documentation.

(10) Analyzes training requirements, acquisition, and technology policy as a member of the Navy Training Requirements Review.

c. Knowledge

(1) Broad knowledge of training and education policies for functional areas or programs which cross multiple resource sponsors or claimants including: Officer programs, enlisted programs, joint programs, system acquisition, new technology, training devices, technical training equipment, and training reviews.

(2) Thorough knowledge of management of the courses designed to increase a naval officer's education in National Security, Joint Operations, Strategy, and Policy.

(3) Ability to:

(a) Audit course curriculum, make revisions, and participate on the NAVRESPRODEVCEEN Course Review Committee.



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(b) Coordinate executing all training requirements, schedules, and documentation.

(c) Analyze training requirements, acquisition, and technology policy.

(4) Thorough knowledge of general military training, rate training, and other mandated professional training.



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## Section X - Commander, Naval Reserve Force Watch Organization

## 1. COMNAVRESFOR Watch Organization

a. Mission. The watch is defined as any period of time during which an individual is assigned specific detailed responsibilities necessary for the safety, security, and proper operation of the command. The COMNAVRESFOR staff maintains a continuous on-board watch.

b. Senior Watch Officer

(1) Function. Serves as principal advisor to the COS and COMNAVRESFOR in all matters related to the watch organization. Exercises overall management of the watch organization.

(2) Command Relationships

(a) Performs duties as COMNAVRESFOR Senior Watch Officer and the combined COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR CDO Watchbill Coordinator.

(b) Reports directly to COMNAVRESFOR COS or, if absent, to the Deputy Commander for matters pertaining to duty office procedures and watchstanding requirements, and keeps the COS informed on the status of assigned programs and projects.

(c) Frequent liaises with Command Services to obtain current directives and command recall information.

(3) Key Processes

(a) Coordinates a watch organization according to Navy Regulations and guidelines established by higher authority.

(b) Recommends procedures and related policy, which are realistic and ensure the safety, security, and proper operation and administration of the command.

(4) Tasks

(a) Responsible for preparing, issuing, and maintaining watchbills.

(b) Prepares monthly CDO watchbills and related supernumerary lists.

(c) Responsible for Duty Office physical security requirements.

(d) Ensures that the Duty Office is properly maintained and equipped and that administrative procedures and references are kept current.

(e) Establishes indoctrination procedures for all watchstanders.

(f) Conducts orientation instruction for assigned CDOs.

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(5) Knowledge

(a) A senior Commander/O5 on the staff of COMNAVRESFOR qualified as a CDO.

(b) Broad knowledge of Naval Reserve Force mission performance, functions, operations and management.

(c) Thorough working knowledge of all duty procedures.

(d) Be familiar with the duties of the CDO, OOD, and other enlisted watchstanders.

(e) Broad knowledge of Conditions of Readiness responses; Alert Condition (LERTCON) procedures and reporting requirements; destructive weather procedures and responsibilities, and emergency evacuation and management plans.

(f) Expert knowledge of protocol.

c. CDO

(1) Command Relationships

(a) Reports:

1. To the COS for all routine matters.

2. All violations of security to the Command Security Manager.

3. To the Senior Watch Officer for all matters pertaining to watch assignments.

(b) Makes other reports to superior and subordinate commands, as appropriate.

(c) Participates in watch turnover, provides a complete briefing to the oncoming watch to maintain continuity of control and knowledge.

(2) Knowledge

(a) All officers in the grade of Commander/O5 and below shall stand duty as CDO, with the exception of Medical Corps, Dental Corps, Medical Service Corps, Nurse Corp officers, and Chaplains.

(b) Ability to prepare messages, including OPREP-3 reports.

(c) Thorough working knowledge of all duty procedures and requirements of the watch.

(d) Thorough knowledge of destructive weather procedures and responsibilities and LERTCON procedures and reporting requirements.

(e) Knowledge of basic computer skills. Proficiency in GroupWise, Microsoft Word, and MDS.

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(f) Ability to research, analyze, interpret and apply rules, regulations, and procedures.

(g) Ability to establish and maintain communications with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR.

(h) Broad knowledge of CACO duties.

(i) Ability to plan, monitor, coordinate, and evaluate complex evolutions.

(3) Tasks

(a) Responsible for ensuring proper performance of all duties of the watch.

(b) Takes appropriate action in emergencies until relieved by proper authority.

(c) Carries out the routine of the command as published in the plan of the week and supervises the Officer of the Day (OOD) in the safety, security, and general duties of the watch.

(d) Ensures all required security inspections and safety checks are conducted.

(e) Coordinates rendering of appropriate honors to senior-level visitors to the command.

(f) Reviews all message traffic.

(g) Directs recall exercises.

(h) Ensures that appropriate persons are informed promptly and required entries are made in the logbook.

(i) Supervises colors.

(j) Assumes other responsibilities as assigned by the Chief of Staff.

d. OOD Watchbill Coordinator

(1) Tasks

(a) Assists the Senior Watch Officer in coordinating all routine matters related to the watch organization.

(b) Establishes and maintains watchstander and supernumerary lists.

(c) Prepares monthly OOD watchbills for all assigned Senior and Chief Petty Officers, including ADSW/One Year Recall personnel on active duty for 90 days or longer.

(d) Establishes an effective watchstanders indoctrination program.

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(e) Develops other training as required.

(2) Knowledge

(a) A Senior Chief Petty Officer assigned to the staff of COMNAVRESFOR, COMNAVSURFRESFOR, or COMNAVAIRESFOR.

(b) Qualified to stand OOD watch.

(c) Thorough working knowledge of all duty procedures.

(d) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

2. Apply sound judgment in implementing and executing the various duties involved with watchstanding.

3. Prepare messages.

4. Research, analyze, interpret and apply rules, regulations, and procedures.

5. Coordinate complex evolutions.

(e) Thorough knowledge of:

1. CACO procedures and Funeral Honors Support Program.

2. LERTCON procedures and command relationships.

3. Basic computer skills, proficiency in GroupWise, Microsoft Word, and MDS.

4. Protocol.

(3) Command Relationships

(a) Reports to the CDO for all routine matters.

(b) Reports all violations of security to the Command Security Manager.

(c) Reports to the OOD Watchbill Coordinator for all matters pertaining to their assignment to a watch.

(d) Makes other reports to superior and subordinate commands, as directed.

(e) Provides status of CACO and Funeral Honors Support Program to CACO Contact Representative.

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(4) Duties

- (a) Supervises and ensures all duty turnover procedures are complete.
- (b) Completes the duty office safe inventory. Conducts a sight inventory and accepts custody of required items.
- (c) Screens all incoming messages.
- (d) Conducts frequent security checks, ensures all designated exterior office doors are locked after working hours and opened the next working day.
- (e) Performs CACO and Funeral Honors Support Program duties as required.
- (f) Dispatches the duty driver as required.
- (g) Ensures colors are carried out as required, including the raising and lowering of the appropriate personal flag.
- (h) Conducts staff recalls when directed.
- (i) Makes entries in logbook.
- (j) Maintains a properly posted and alert watch.
- (k) Maintains a record of all personnel departing or returning from leave.
- (l) Performs other duties as may be assigned.

e. Enlisted Watchbill Coordinator(1) Tasks

- (a) Assists the Senior Watch Officer in coordinating all matters related to the watch organization.
- (b) Establishes and maintains watchstander and related supernumerary lists.
- (c) Prepares monthly Staff Duty Petty Officer (SDPO) watchbills for all assigned petty officers, including ADSW/One Year Recall personnel on active duty for 90 days or longer.
- (d) Establishes an effective Watchstanders Indoctrination Program.
- (e) Develops other training as required.

(2) Knowledge

- (a) A Chief Petty Officer assigned to the staff of COMNAVRESFOR, COMNAVSURFRESFOR, or COMNAVAIRRESFOR.

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(b) Qualified to stand OOD watch. Thorough working knowledge of all duty procedures.

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, and COMNAVSURFRESFOR, as well as superior and subordinate commands.

2. Apply sound judgment in implementing and executing the various duties involved with watchstanding.

(f) Additional Watches. Enlisted personnel (E6 and below) may be assigned to any of the following COMNAVRESFOR watches as necessary for the safety, security and proper operation of the command: SDPO, Staff Duty Driver; COMNAVRESFOR Deputy/COS Watchbill; Special Details; and are available for Working Party details, as required.



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## Section XI - Collateral Duty Listing

1. Collateral Duty Listing as indicated in COMNAVRESFORNOTE 5420 of  
27 April 1999

<u>TITLE</u>	<u>REFERENCE</u>
Freedom of Information Act/Privacy Act Coordinator	SECNAVINST 5720.42E SECNAVINST 5211.5D
Command Career Counselor	NAVPERS 15878H COMNAVRESFORINST 5000.1D
NWP Custodian/Top Secret Control Officer	NWP 1-01 OPNAVINST 5510.1H
Security Manager	OPNAVINST 5510.1H
Asian American/Pacific Islander Program Manager	OPNAVINST 12720.8
Equal Employment Opportunity Representative	OPNAVINST 12720.8
Federal Women's Program Manager	OPNAVINST 12720.8
Federal Equal Opportunity Recruitment Program	OPNAVINST 12720.8
Handicap Program Manager	OPNAVINST 12720.8
Hispanic Employment Program Manager	OPNAVINST 12720.8
Logistics Application of Automated Marking and Reading Symbols Program Officer	NAVSUPINST 5230.32
Fire Safety	NAVSUPPACTNRLNSINST 11320.1K
Industrial Hygiene Coordinator	OPNAVINST 5100.23D
OSHA Coordinator (Safety) Occupational Safety and Health Administration	OPNAVINST 5100.23D
Arms, Ammunitions, and Explosives/Physical Law Enforcement Program Manager	OPNAVINST 5530.13B OPNAVINST 5530.14B
Loss Prevention Program Manager	OPNAVINST 5530.14B
Missing, Lost, Stolen, and Recovered Program Manager	OPNAVINST 5530.14B
Disaster Preparedness Coordinator	NAVSUPPACTNRLNSINST 3440.5A

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- N3      COLLATERALS (relative to primaries)
- N3      Member Configuration Executive Board
  - Chairman RIMS (Orderwriting) Configuration Control Board
  - Co-Chairman RIMS (Financial Management) Configuration Control Board
- N31     COMNAVRESFOR Counterdrug Insurgency point of contact for CINC's
- N33     Member RIMS (Orderwriting) Configuration Control Board

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## Section XII - Staff Roles

## 1. Staff Roles

## a. Echelon I: Director, Naval Reserve (N095)

- (1) Properly resource the Naval Reserve Force.
- (2) Develop Navy policy for the Naval Reserve.
- (3) Act as special advisors to the Director and Chief, Naval Reserve.
- (4) Represent Naval Reserve issues to the CNO, SECNAV, DoD, and other agencies/branches.
- (5) Represent the Commander in local venues where representation by a COMNAVRESFOR staff member is not practical.

## b. Echelon II: Commander, Naval Reserve Force

- (1) Develop implementing policy for the Naval Reserve Force.
- (2) Conduct long range planning for the Naval Reserve.
- (3) Represent the Naval Reserve on issues that cross echelon III Force Commander lines.

## c. Echelon III: COMNAVAIRESFOR, COMNAVSURFRESFOR

- (1) Implements policy within COMNAVAIRESFOR, COMNAVSURFRESFOR as appropriate.
- (2) Execute policy.
- (3) Expend funds in support of gaining commands.



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## SECTION XIII

Acronyms

<u>TERM</u>	<u>MEANING</u>
ACAT	AIS Catalog
ADDU	Additional Duty
ADP	Automatic Data Processing
ADR	Alternate Dispute Resolution
ADSEP	Administrative Separations
ADSW	Active Duty For Special Work
ADT	Active Duty Training
AEC	Area Environmental Coordinator
AEP	Affirmative Employment Program
AIS	Automated Information System
AMDs	Active Manning Documents
AMSUS	Association Of Military Surgeons Of The United States
APC	Agency Program Coordinator
APF	Appropriated Funds
ARO	Auxiliary Resale Outlet
ASD	Assistant Secretary Of Defense
ASN	Assistant Secretary Of The Navy
AT	Annual Training
AUL	Authorized Users List
BOQ	Bachelor Officer Quarters
BOS	Base Operating Support
BPR	Business Process Reengineering
BRAC	Base Closure And Realignment
BSP	Business Systems Plan
BUMED	Bureau Of Medicine And Surgery
CA	Commercial Activities
CACO	Casualty Assistance Calls Officer
CAT	Command Assessment Team
CBB	Congressional Backup Book
CBT	Computer Based Training
CCB	Configuration Control Board
CDO	Command Duty Officer
CEB	Configuration Executive Board
CEC	Civil Engineer Corps
CEIS	Controlled Equipage Inventory System
CG	Coast Guard
CGI	Common Gateway Interface
CHRIMP	Consolidated Hazardous Material Reutilization And Inventory Management
CIMP	Component Information Management Plan
CINC	Commander In Chief
CIO	Chief Information Officer
CITC	Career Information Training Course
CIVPERS	Civilian Personnel
CM	Configuration Management
CMEQ	Command Managed Equal Opportunity
CMM	Capability Maturity Model
CMS	Communications Material Security
CNET	Chief Of Naval Education
CNO	Chief Of Naval Operations

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CO	Commanding Officer
COI	Course Of Instruction
COMNAVAIRESFOR	Commander, Naval Air Reserve
COMNAVPERSCOM	Commander, Navy Personnel Command
COMNAVRESCUITCOM	Commander, Naval Reserve Recruiting Command
COMNAVRESFOR	Commander, Naval Reserve Force
COMNAVSUPSYSCOM	Commander, Naval Supply Systems Command
COMNAVSURFGRU	Commander, Naval Surface Group
COMNAVSURFLANT	Commander, Naval Surface Forces Atlantic
COMNAVSURFRESFOR	Commander, Naval Surface Reserve Force
COMO	Commissioned Officers Mess Open
COMSPAWARSYSCOM	Commander, Space And Naval Warfare Systems Command
CONUS	Continental United States
COR	Contracting Officer's Representative
COS	Chief Of Staff
COTS	Commercial Off The Shelf
CREW	Career Information, Retention, And Education Working Group
CRPs	Command Religious Programs
CSR	Customer Service Representative
CTM	Computer Training Module
CTT	Command Training Teams
DAA	Designated Approving Authority
DANTES	Defense Activity For Non-Traditional Education Support
DAPA	Drug And Alcohol Prevention Awareness
DASN	Deputy Assistant Secretary Of The Navy
DCOS	Deputy Chief Of Staff
DEERS	Defense Enrollment Eligibility Reporting Systems
DFAS	Defense Finance And Accounting Service
DHTML	Dynamic Hypertext Markup Language
DM	Data Management
DMRS	Diary And Message Reporting System
DMS	Defense Messaging System
DOD	Department Of Defense
DODACC	Department Of Defense Activity Address Code
DON	Department Of The Navy
DPAS	Defense Property Accounting System
DRB	Disciplinary Review Board
DT	Dental Technician
DV	Distinguished Visitor
ECMO	Enlisted Career Management Objectives
EDVR	Enlisted Distribution Verification Report
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
E FM	Exceptional Family Member
EKMS	Electronic Key Management System
EO	Equal Opportunity
EPA	Environmental Protection Agency
EPMAC	Enlisted Personnel Management Center
EQA' s	Environmental Quality Assessments
ESC	Executive Steering Committee
EVAL	Evaluation
FASTDATA	Fund Administration And Standardized Document Automation System
FEORP	Federal Equal Opportunity Recruitment Program
FESC	Force Executive Steering Committee

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FITREP	Fitness Report
FMO	Financial Management Office
FOIA	Freedom Of Information Act
FTP	File Transfer Protocol
FTS	Full Time Support
FYDP	Future Year Defense Plan
GCCS	Global Command And Control System
GCM	General Court-Martials
GMT	General Military Training
GTCC	Government Travel Charge Card
GTPC	Government Travel And Purchase Card
HAZMAT	Hazardous Material
HAZMIL	Hazardous Material Minimization
HM	Hospital Corpsman
HTML	Hypertext Markup Language
IADT	Initial Active Duty Training
IAP	In Assignment Processing
ICC	Installation Claimant Consolidation
IDT	Inactive Duty Training
IDTT	Inactive Duty Training Travel
IG	Inspector General
IM	Instant Message
IMAPMIS	Inactive Manpower And Personnel Management Information Systems
IMS	Inactive Manpower And Personnel Management Information Systems
INFOSEC	Information Security
IP	Internet Protocol
IPL	Integrated Priority Lists
IS	Information Systems
ISSA	Intra-Service Support Agreement
ISSO	Information System Security Officer
IT	Information Technology
ITAP	Information Technology Acquisition Paper
JAG	Judge Advocate General
JAGMAN	Judge Advocate General Manual
JCS	Joint Chiefs Of Staff
JER	Joint Ethics Regulation
JFTR	Joint Federal Travel Regulations
JOPEs	Joint Operation Planning And Execution System
JRB	Joint Reserve Base
LAN	Local Area Network
LERTCON	Alert Condition
LOA	Letter of Appreciation
LOC	Letter of Commendation
LTC	Leadership Training Continuum
MCA	Manning Control Authority
MCM	Manual For Court-Martial 1984
MCPON	Master Chief Petty Officer Of The Navy
MDR	Medical Department Representative
MDS	Message Dissemination Subsystem
MEPS	Military Entrance Processing Station
MGIB-SR	Montgomery GI Bill-SELRES
MILCAP	Military Cash Award Program
MIPRs	Military Interdepartmental Purchase Requests
MLSR	Missing, Lost, Stolen, And Recovered
MMR	Monthly Management Review

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MOVs	Material Outstanding Validations
MSA	Manpower Systems Analysis
MWR	Morale, Welfare, And Recreation
N00	Commander, Naval Reserve Force
N001	Force Master Chief
N002	Inspector General
N00B	Deputy Commander
N00C	Force Change Management Officer
N00D	Force Dental
N00E	Environmental Attorney
N00F	Comptroller
N00I	Chief Information Officer
N00J	Judge Advocate
N00M	Force Medical
N01	Chief Of Staff
N01A	Command Services
N01C	Command Master Chief
N01D	Civilian Personnel
N01F	Protocol
N01G	Chaplain
N01M	Medical
N01P	Public Affairs
N1	DCOS, Manpower And Personnel
N3	DCOS, Operations
N4	DCOS, Logistics
N46	DCOS, Shore Installation Management
N5/N8	DCOS, Plans And Resource Requirements And Assessments
N6	DCOS, Information Technology
N7	DCOS, Training
NAF	Non-appropriated Funds
NAS	Naval Air Station
NAVINFO	Navy Office Of Information
NAVMAC	Navy Manpower Analysis Center
NAVPERSCOM	Navy Personnel Command
NAVOSH	Navy Safety And Occupational Safety And Health Program
NAVPTO	Navy Transportation Office
NAVRESINFOSYSOFF	Naval Reserve Information Systems Office
NAVRESPERSCE	Naval Reserve Personnel Center
NAVRESPRODEVCE	Naval Reserve Professional Development Center
NAVSUPPACT	Naval Support Activity
NC	Navy Counselor
NDTA	National Defense Transportation Association
NDU	National Defense University
NEC	Navy Enlisted Classification
NETG	National Education Training Group
NG&RE	National Guard And Reserve Equipment
NITRAS	Navy Integrated Training Resources And Administration System
NJP	Non-Judicial Punishment
NLL	Naval Logistics Library
NLN	Navy Learning Network
NOBC	Navy Officer Billet Classifications
NOE	Notice Of Eligibility
NOSC	Navy On-Scene Coordinator
NPS	Non-Prior Service
NR	Naval Reserve



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NRAs	Naval Reserve Activities
NRDP	Naval Reserve Drill Pay
NWC	Naval War College
NWCF	Navy Working Capitol Fund
O&MNR	Operations And Maintenance Of The Naval Reserve
OA	Office Automation
ODCR	Officer Distribution Control List
OGC	Office Of The General Council
OGЕ	Office Of U.S. Government Ethics
OJAG	Office of The Judge Advocate General
OM	Order Module
OMB	Office Of Management And Budget
OOD	Officer Of The Deck
OPLOC	Operating Location
OPN	Other Procurement Navy
OPNAV	Office Of Chief Of Naval Operations
OPTAR	Operating Target
ORF	Official Representational Funds
OSD	Office Of The Secretary Of Defense
OTH	Other Than Honorable
P2	Pollution Prevention
PA	Privacy Act
PAO	Public Affairs Officer
PASS	Pay/Personnel Administration Support System
PBDs	Program Budget Decisions
PBFT	Planning Board For Training
PBIs	Policy Board Issues
PCO	Perspective Commanding Officer
PDB	Professional Development Board
PEB	Physical Evaluation Board
PERL	Practical Extraction And Report Language
PERSUPPET	Personnel Support Detachment
PME	Professional Military Education
POC	Point Of Contact
POM	Program Objective Memorandum
PPBS	Planning, Programming, And Budgeting System
PPV	Public/Private Ventures
PR	Program Review
PSLO	Professional School Liaison Officer
PTCS	Peacetime Contributory Support
QIVs	Quality Improvement Visits
R&D	Research And Development
RAC	Regional Area Coordinator
RAM	Reserve Activity Management
RBTP	Reserve Billet Training Program
RCCPDS	Reserve Component Common Personnel Data System
REC	Regional Environmental Coordinator
REDCOM	Naval Reserve Readiness Command
RESFMS	Reserve Financial Management System
RFC	Required Functional Capabilities
RHS	Reserve Headquarters System
RIMS	Reserve Integrated Management System
RITS	Reserve Integrated Travel System
RLO	Reserve Liaison Officer
RMA	Reserve Management Administration
RP	Religious Program
RPM	Real Property Maintenance

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RPN	Reserve Personnel Navy
RR	Range Rule
RSTARS	Reserve Standard Training Administration And Readiness Support
RSTARS(MP)	Reserve Standard Training Administration And Readiness Support (Manpower And Personnel)
RSTARS(TM)	Reserve Standard Training Administration And Readiness Support (Training Module)
RTB	Reserve Transition Benefits
RTSS	Reserve Training Support System
SALTS	Streamlined Alternative Logistics Transmission System
SARP	Selected Reserve Attrition Reporting Program
SAs	Special Assistants
SATO	Scheduled Airline Traffic Office
SCM	Summary Court-Martials
SDPO	Staff Duty Petty Officer
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SEOMP	Systems Executive For Manpower And Personnel
SFPS	Shore Installations And Facilities Planning And Programming System
SIPERNET	Secret Internet Protocol Router Network
SMR	Statement Of Manpower Requirements
SMRDP	Shore Manpower Requirements Determination Process
SOPA	Senior Officer Present Afloat
SORTS	Status Of Resources And Training System
SPCM	Special Court-Martials
TAD	Temporary Additional Duty
TAR	Training And Administration Of The Reserve
TASO	Terminal Area Security Officer
TCP	Transmission Control Protocol
TDRL	Temporary Duty Retired List
TERA	Temporary Early Retirement Authorization
TFMMS	Total Force Manpower Management System
TMMCA	TFMMS Micro Manpower Change Application
TOA	Table Of Allowances
TPFDD	Time Phased Force And Deployment Data
TQL	Total Quality Leadership
TYCOMS	Type Commanders
UCMJ	Uniform Code Of Military Justice
VA	Veterans Administration
VTC	Video-Teleconferencing
VTT	Video Tele-Training
WAN	Wide Area Network